The Rogers Group

UNDERSTANDING PERSONALITIES

McQuaig On-Line™

User Manual

https://survey.mcquaig.com/secure

Revised April, 2004

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http://www.rogersgroup.com.au

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OVERVIEW

Welcome to McQuaig On-Line™, the web-based assessment system that allows you to do assessments on line quickly and efficiently using The McQuaig System™.

McQuaig Word Surveys®, McQuaig Job Surveys® and McQuaig Self-Development Surveys™ can be completed on line by candidates, current employees or managers or you can enter already completed Surveys or scores yourself. All Surveys will be sent to The McQuaig Institute® on a high speed, secure server for processing and your requested reports will be sent to you in Microsoft® Word format, by email.

On the following pages, you'll find a description of the various ways you can use the program.

HOW TO ACCESS MCQUAIG ON-LINE™

After you have been registered to use McQuaig On-Line, confirmation will be sent by email to your nominated representative. The confirmation will include a USER ID and PASSWORD. This information should be kept in a secure place to maintain the confidentiality and the integrity of The McQuaig System.

THE McQUAIG INSTITUTE
McQuaig On-Line™
Français
USER ID
PASSWORD
LOGIN
Privacy Statement
Legal Policy
Forgot User ID/Password
Browser Settings
Please Note: This site is optimized for Internet Explorer versions 4.0 to 6.0 and Netscape Navigator versions 4.7 and 7.0. Your browser must permit the use of Javascript and cookies. The cookies set by this web site will be deleted when you close your browser.

Access to McQuaig On-Line is available by using the web link in your confirmation email or by going to The Rogers Group's home page (www.rogersgroup.com.au) and clicking on the McQuaig On-Line link.

After entering your User ID and Password (not case sensitive), you will arrive at the McQuaig On-Line home page — an example of this page is shown on the following page.

NAVIGATING THE SITE

It is important to remember to use only the links or drop-down menu on the navigation bar at the top of each page, or the buttons provided on each page. Because this is a secure site you will find that if you try to use your web browser's 'Back' button to go back a step, you will see a "Warning – page has expired" message and you will need to log in again.

HOW LONG CAN YOU ACCESS YOUR ACCOUNT?

So long as your ID and Password have not expired — even if you have no uses left, you can access your account. Your 'Uses Available' and 'Expiry' appear at the top right hand corner of every page. Your expiry date is the same as your licence expiry date, if you pay an annual fee. If you purchase uses as you need them, your expiry date is one year from the date of purchase for orders of 10 or less, or two years from the date of purchase for orders of 25 or more.

USING OTHER LANGUAGES

If you would prefer to view the site in French, you can either click on 'Français' before you logon, or click on the "Change Language" link on the navigation bar at any time after logging on. All on line Survey forms are available in English, French or Spanish. Reports are available in English or French.

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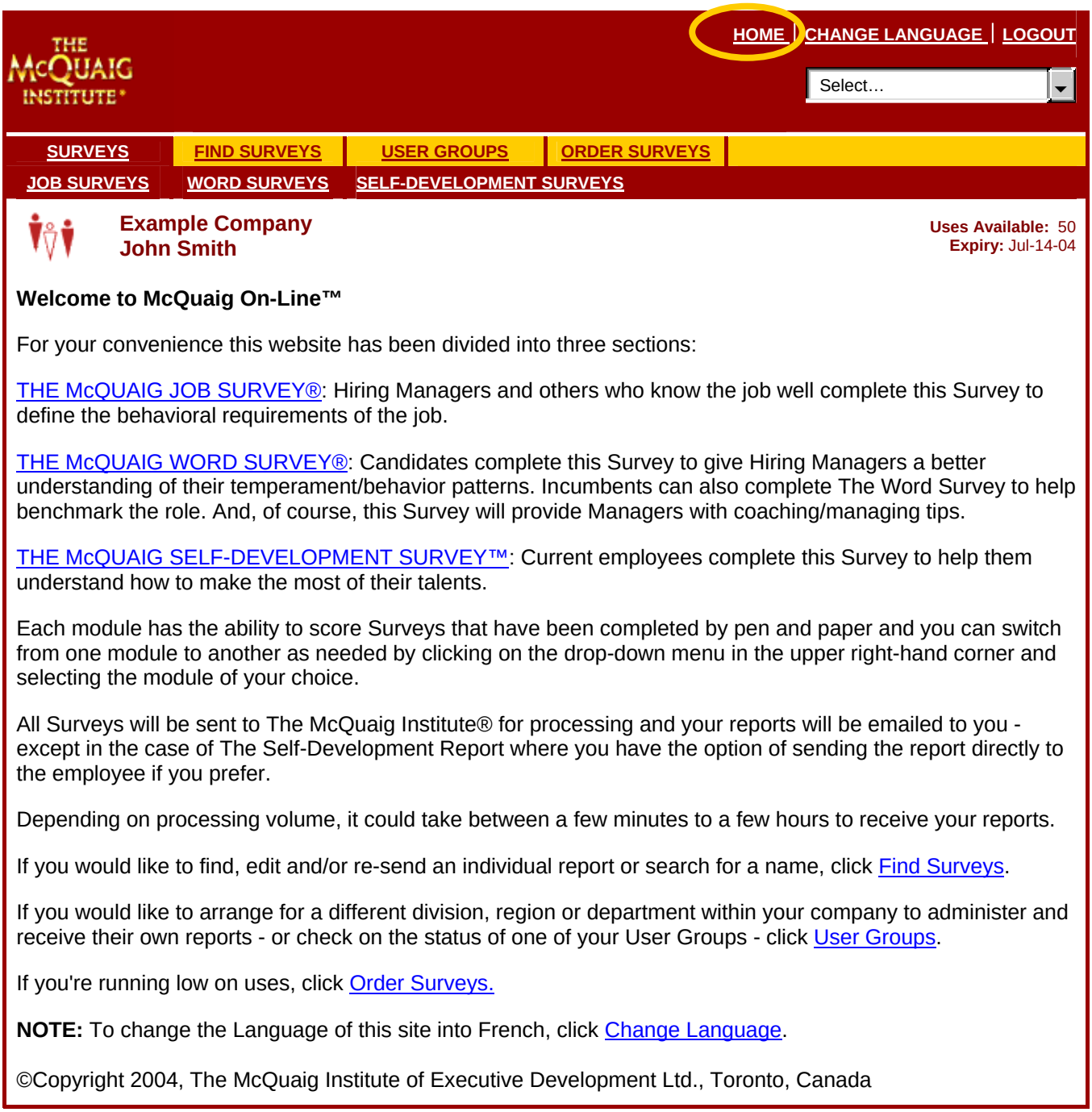
The McQuaig On-Line Home Page offers an explanation of how to use McQuaig On-Line, with links to the various options you can choose.

The navigation bar at the top of each page shows that you are in the Job Surveys, Word Surveys or Self-Development Surveys module, and the options available in that module. The yellow 'Find Surveys', 'User Groups' and 'Order Surveys' links appear on every page. An explanation of each module and the available links is provided on the following pages of this manual.


THE McQUAIG INSTITUTE
HOME
CHANGE LANGUAGE
LOGOUT
Select…
SURVEYS
FIND SURVEYS
USER GROUPS
ORDER SURVEYS
JOB SURVEYS
WORD SURVEYS
SELF-DEVELOPMENT SURVEYS
Example Company
John Smith
Uses Available: 50
Expiry: Jul-14-04
Welcome to McQuaig On-Line™
For your convenience this website has been divided into three sections:
THE McQUAIG JOB SURVEY®: Hiring Managers and others who know the job well complete this Survey to define the behavioral requirements of the job.
THE McQUAIG WORD SURVEY®: Candidates complete this Survey to give Hiring Managers a better understanding of their temperament/behavior patterns. Incumbents can also complete The Word Survey to help benchmark the role. And, of course, this Survey will provide Managers with coaching/managing tips.
THE McQUAIG SELF-DEVELOPMENT SURVEY™: Current employees complete this Survey to help them understand how to make the most of their talents.
Each module has the ability to score Surveys that have been completed by pen and paper and you can switch from one module to another as needed by clicking on the drop-down menu in the upper right-hand corner and selecting the module of your choice.
All Surveys will be sent to The McQuaig Institute® for processing and your reports will be emailed to you - except in the case of The Self-Development Report where you have the option of sending the report directly to the employee if you prefer.
Depending on processing volume, it could take between a few minutes to a few hours to receive your reports.
If you would like to find, edit and/or re-send an individual report or search for a name, click Find Surveys.
If you would like to arrange for a different division, region or department within your company to administer and receive their own reports - or check on the status of one of your User Groups - click User Groups.
If you're running low on uses, click Order Surveys.
NOTE: To change the Language of this site into French, click Change Language.
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PLEASE NOTE that if you login as a McQuaig On-Line User Group you cannot create your own User Groups and will not see the options on the navigation bar to do so. Also, User Groups do not see references to User Groups in search results.

When you have used your last report, you will be presented with an option to email for more.

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HOW YOU CAN USE EACH SECTION OF THE WEBSITE

PLEASE NOTE:
Job Surveys are free of charge and do not affect your uses available.
Each *Word Survey* will decrease your uses available by **ONE**.
Each *Self-Development Survey* will decrease your uses available by **ONE**.

JOB SURVEYS

From the Job Survey module, you can:

- **Assign** a Survey to a manager, an employee or yourself to fill in on line (using a unique User ID & Password)
- **Score** a Survey that has been filled in on paper
- Enter a **Previously Scored** Survey that has had its report generated (e.g. by The Rogers Group or your own McQuaig software), that is not yet stored in your McQuaig On-Line™ database
- Create a **Composite** of Job Surveys with the same job title, that were completed by different people
- Add, Edit or Delete **Job Titles**.

WORD SURVEYS

From the Word Survey module, you can:

- **Assign** a Survey to an existing or prospective employee to fill in on line (using a unique User ID & Password)
- **Score** a Survey that has been filled in on paper
- Enter a **Previously Scored** Survey that has had its report generated (e.g. by The Rogers Group or your own McQuaig software), that is not yet stored in your McQuaig On-Line database
- Create a **Composite** of Word Surveys completed by different people
- Request a Self-Development Report in addition to The Word Survey Report — note that, if you request both reports, your uses available will decrease by **TWO** (ONE for The Word Survey plus ONE for The Self-Development Survey).

SELF-DEVELOPMENT SURVEYS

From the Self-Development Survey module, you can:

- **Assign** a Survey to an employee to fill in on line (using a unique User ID & Password)
- **Score** a Survey that has been filled in on paper (Word Survey or Self-Development Survey)
- Enter the scores from a **Previously Scored** Word Survey that has had its report generated either on line, by The Rogers Group or through your own McQuaig software.

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REMINDERS & NOTES

- When you first use McQuaig On-Line™, change the language and paper size to what you regularly use in your organisation. That way it will always be correct.
- When assigning Word Surveys, Job Surveys or Self-Development Surveys, don't forget to change the expiry date if you need the Survey completed within a certain time.
- We advise that you logout of the website if you are not using it, to prevent unauthorised access.
- If you need to re-send a report, you can do this **once only**.

MY NOTES

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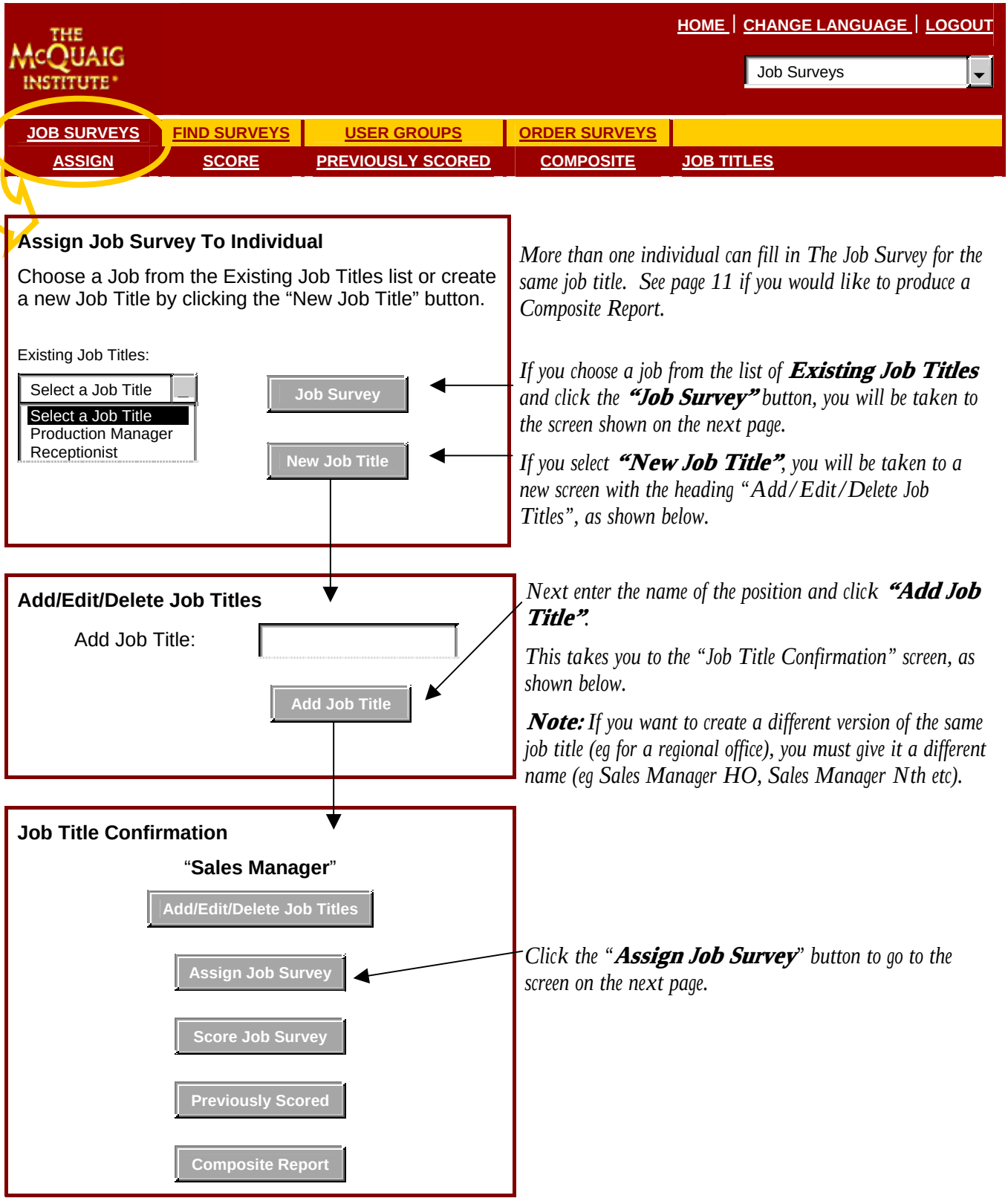
JOB SURVEYS

ASSIGN JOB SURVEY

This allows you to create an account for an individual to go on line and fill in The Job Survey.



More than one individual can fill in The Job Survey for the same job title. See page 11 if you would like to produce a Composite Report.

*If you choose a job from the list of **Existing Job Titles** and click the **"Job Survey"** button, you will be taken to the screen shown on the next page.*

*If you select **"New Job Title"**, you will be taken to a new screen with the heading "Add/Edit/Delete Job Titles", as shown below.*

*Next enter the name of the position and click **"Add Job Title"**.*

This takes you to the "Job Title Confirmation" screen, as shown below.

***Note:** If you want to create a different version of the same job title (eg for a regional office), you must give it a different name (eg Sales Manager HO, Sales Manager Nth etc).*

*Click the "**Assign Job Survey**" button to go to the screen on the next page.*

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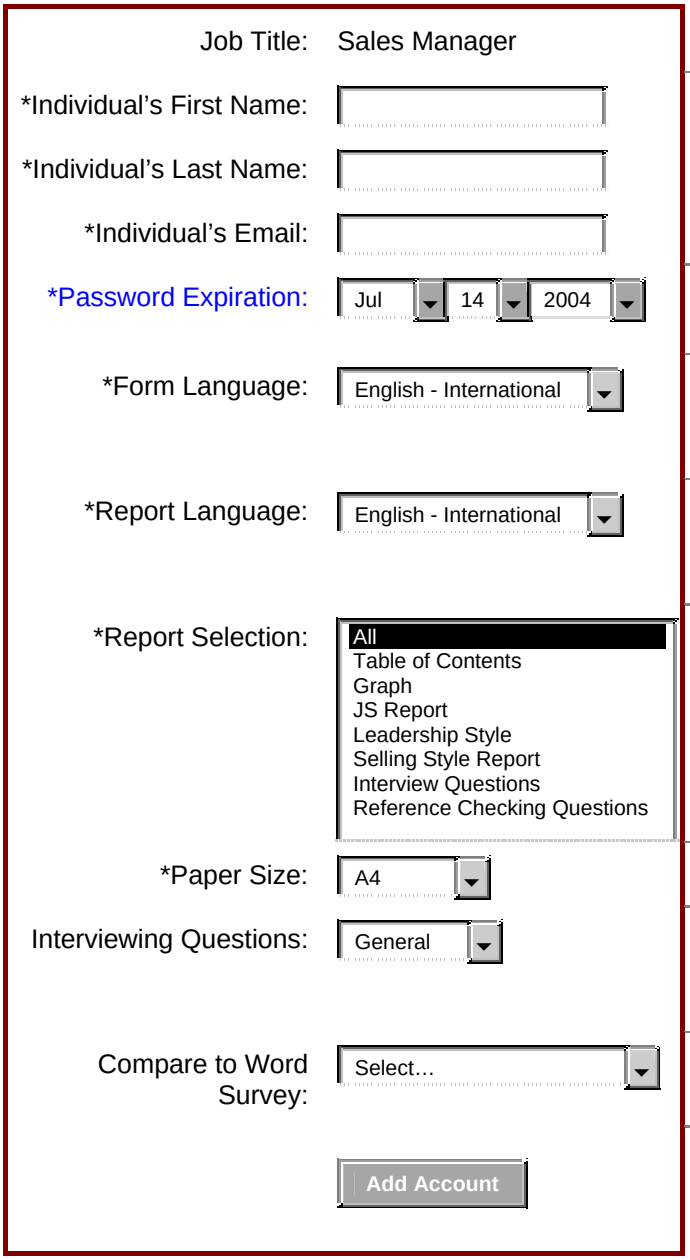
Once you have selected or created the Job Title, complete the following information for the individual you would like to have fill in The Job Survey: The items marked ***** are required and must be completed before you can proceed.



The title of the job you have selected or created is shown here

Enter the name and email address of the person to whom The Job Survey is being sent

Limits the time allowed for the individual to access The Job Survey with his/her ID and Password

Usual selection is English International
(French and Spanish are available — when the individual logs on, s/he may change the language selection if required)

Usual selection is English International.
This is the language the report will use — regardless of the language used by the individual. (French is available)

Allows you to select those reports you need rather than simply receiving them all (control + click to select more than one).

***Note**:*
*You can change selections and re-send reports **once only**.*

Usual selection is A4 (letter size is available)

*Choose the type of interview questions in accordance with the type of job — a **Sales** or **Management** position or **General** questions for any job at any level*

If a candidate has completed a Word Survey, you can compare the candidate's results to this Job Survey by selecting it here

*Click **"Add Account"** to proceed to the next page, where you will be able to confirm the details and make any corrections (which you must **"Save"** before emailing)*

At the bottom of the next page:

*Click on **"Email"** to send an email containing a unique User ID and Password for your assigned Job Survey to the person who will complete it. The next screen will confirm that the email has been sent.*

TIP: Your selections for the password expiry date, language, paper size, reports and interview questions will default to whatever was previously selected. If you always use the same language and paper size settings, it is a good idea to change them when first assigning a Survey. That way they will always be correct.

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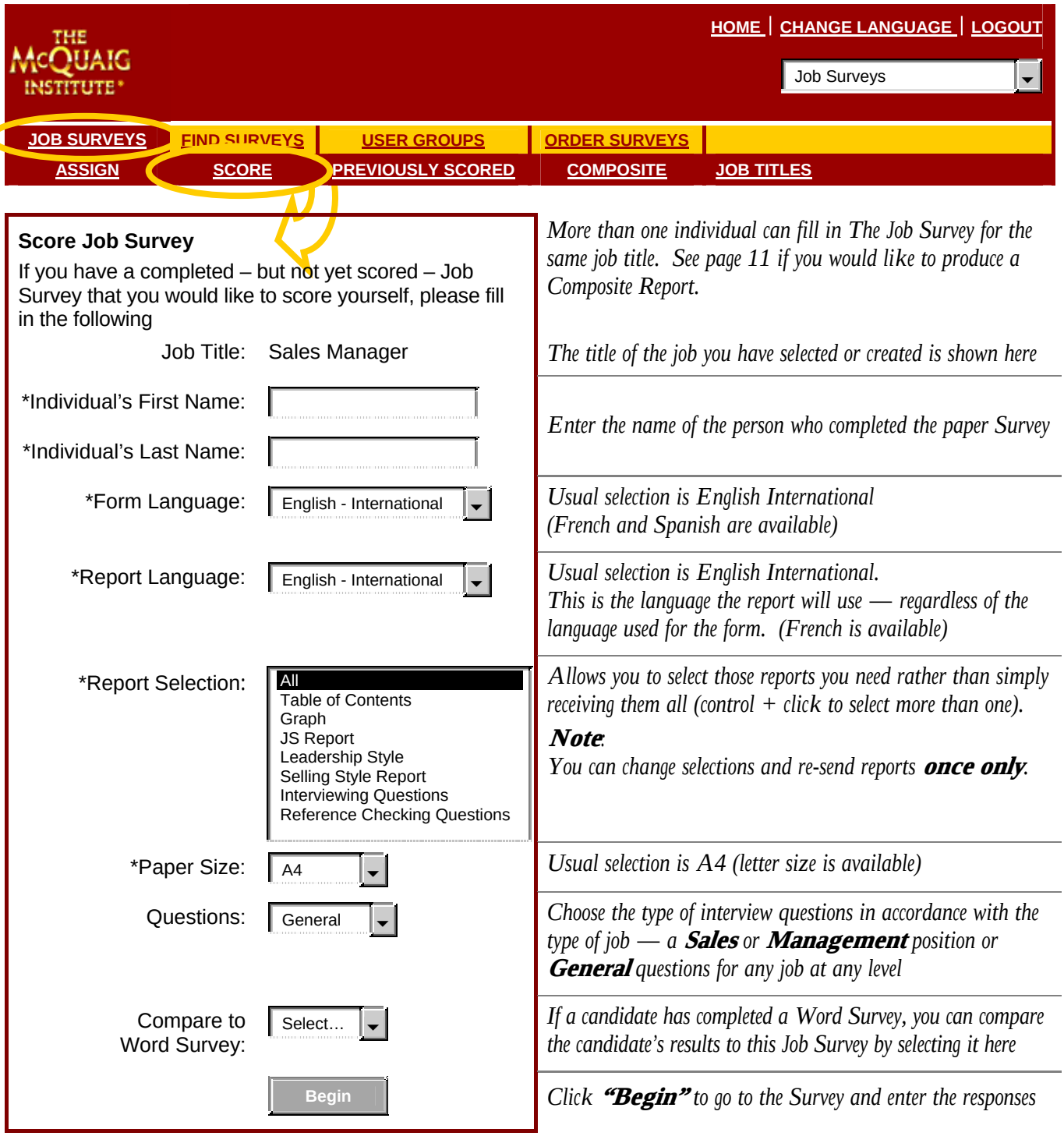
SCORE JOB SURVEY

This is where you would enter and score a Survey that has been completed on paper.

You must first select an existing job title or create a new one. The process for this is illustrated on page 5, of the Job Survey section. At the end of this process, click on "Score Job Survey" to reach the form as shown below. The items marked ***** are required and must be completed before you can proceed.



More than one individual can fill in The Job Survey for the same job title. See page 11 if you would like to produce a Composite Report.

The title of the job you have selected or created is shown here

Enter the name of the person who completed the paper Survey

Usual selection is English International (French and Spanish are available)

Usual selection is English International. This is the language the report will use — regardless of the language used for the form. (French is available)

Allows you to select those reports you need rather than simply receiving them all (control + click to select more than one).

Note:
You can change selections and re-send reports ***once only***.

Usual selection is A4 (letter size is available)

Choose the type of interview questions in accordance with the type of job — a ***Sales*** *or* ***Management*** *position or* ***General*** *questions for any job at any level*

If a candidate has completed a Word Survey, you can compare the candidate's results to this Job Survey by selecting it here

Click ***"Begin"*** *to go to the Survey and enter the responses*

TIP: Your selections for language, paper size, reports and questions will default to whatever was previously selected. If you always use the same language and paper size settings, it is a good idea to change them when first scoring a Survey. That way they will always be correct.

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In this section, you simply enter the A, B, C and D responses yourself.

Note that some phrases are incomplete on the on line Survey — they are only there to help you relate to the same response box on the paper Survey.

Enter Completed Job Survey

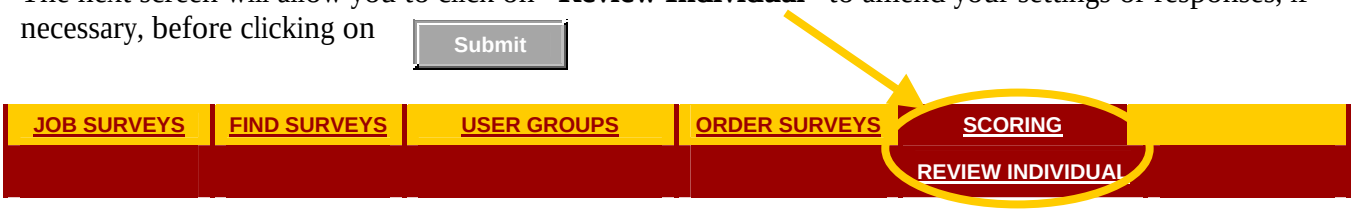
Job Title: Sales Manager
Completed By: John Smith

Note: There must be only one A, one B, one C, and one D in each box.

1 Is competitive Sees the positive… Is easily pleased Is a good follower	2 Is a perfectionist Can make decisions… Has personality… Does not mind…	3 Likes helping Shows considerable… Accepts the… Welcomes responsibility…
4 Avoids putting … Wants to know…	5 Seized opportunities Has faith in…	6 Needs to achieve Is a good communicator

Continue through the whole Survey, ensuring there are no blanks, then click Done

The next screen will allow you to click on **"Review Individual"** to amend your settings or responses, if necessary, before clicking on Submit



Once you click on **"Submit"** the next screen will provide a confirmation number that you can record on the paper Survey and use to refer to that Survey in the future.

Job Survey was successfully submitted for:

Job Title: Sales Manager
Completed By: John Smith

The Confirmation Number for this Survey is: **J2744**

Please record this number and use it to refer to this Survey in the future.

You should receive the requested reports for this Survey by email within a few minutes or hours, depending upon the current volume. If you have not received the reports within 24 hours, please contact your McQuaig representative and refer to this Confirmation Number.

Score Another Job Survey

Log Out

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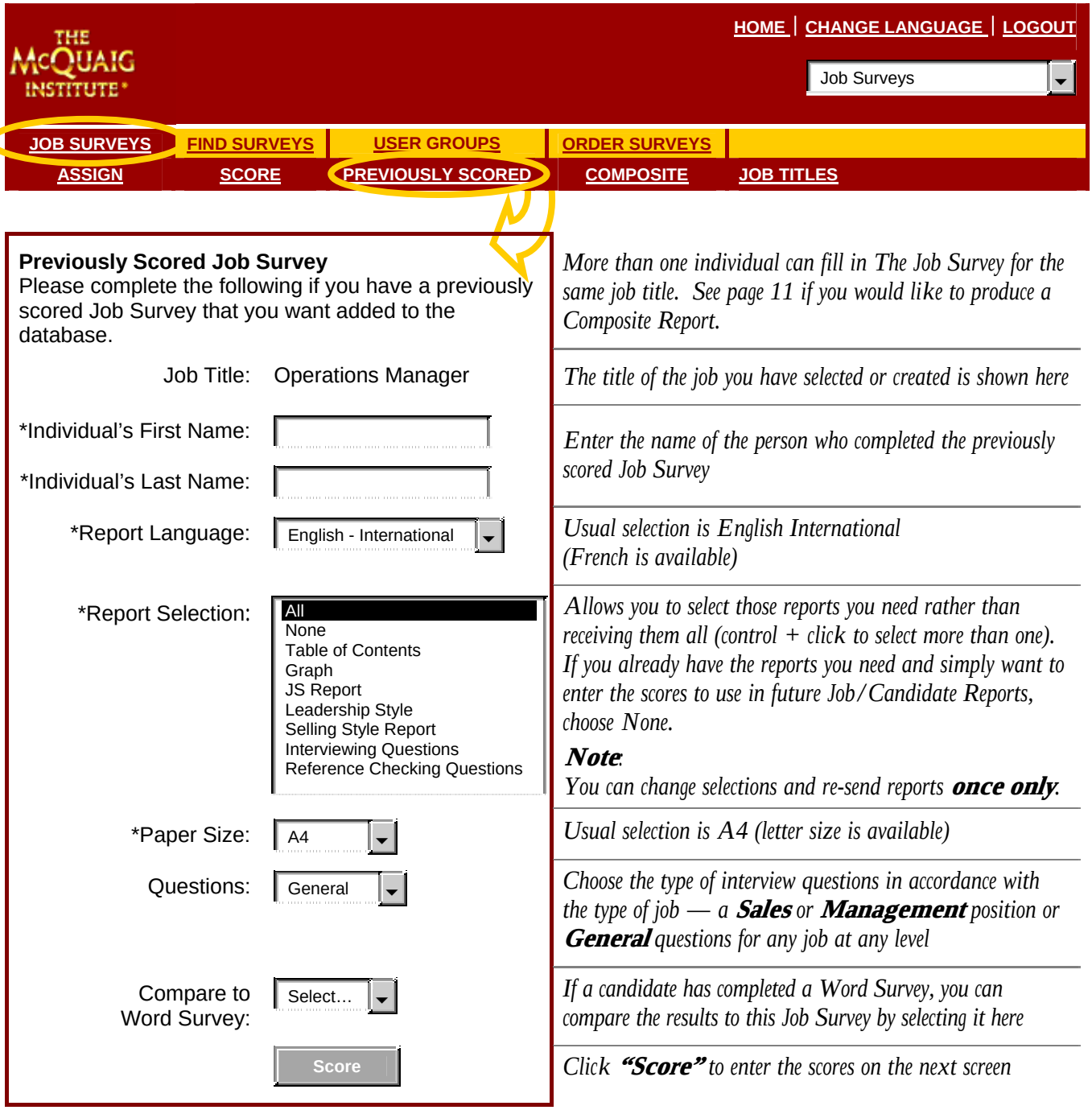
PREVIOUSLY SCORED JOB SURVEY

If you have a Survey that has already been scored (i.e. a report has been generated by The Rogers Group or your own McQuaig software), but it is not yet stored in your McQuaig On-Line™ database, this is where you would enter the four Job Survey scores. Then, the scores are ready for you if you'd like to process a Job/Candidate Report or when you need them as a benchmark. You need not generate a set of reports from these scores unless you wish to do so.

You can find the scores above the graph on the previously scored Job Survey Report.

To enter a previously scored Job Survey, you must first select from an existing job title or create a new one. The process for this is illustrated on page 5 of the Job Survey section. At the end of this process, click on "Previously Scored" to reach the form as shown below.


THE McQUAIG INSTITUTE
HOME | CHANGE LANGUAGE | LOGOUT
Job Surveys
JOB SURVEYS
FIND SURVEYS
USER GROUPS
ORDER SURVEYS
ASSIGN
SCORE
PREVIOUSLY SCORED
COMPOSITE
JOB TITLES
Previously Scored Job Survey
Please complete the following if you have a previously scored Job Survey that you want added to the database.
Job Title: Operations Manager
*Individual's First Name:
*Individual's Last Name:
*Report Language: English - International
*Report Selection: All None Table of Contents Graph JS Report Leadership Style Selling Style Report Interviewing Questions Reference Checking Questions
*Paper Size: A4
Questions: General
Compare to Word Survey: Select...
Score

More than one individual can fill in The Job Survey for the same job title. See page 11 if you would like to produce a Composite Report.

The title of the job you have selected or created is shown here

Enter the name of the person who completed the previously scored Job Survey

Usual selection is English International (French is available)

Allows you to select those reports you need rather than receiving them all (control + click to select more than one). If you already have the reports you need and simply want to enter the scores to use in future Job/Candidate Reports, choose None.

***Note**:*
*You can change selections and re-send reports **once only**.*

Usual selection is A4 (letter size is available)

*Choose the type of interview questions in accordance with the type of job — a **Sales** or **Management** position or **General** questions for any job at any level*

If a candidate has completed a Word Survey, you can compare the results to this Job Survey by selecting it here

*Click **"Score"** to enter the scores on the next screen*

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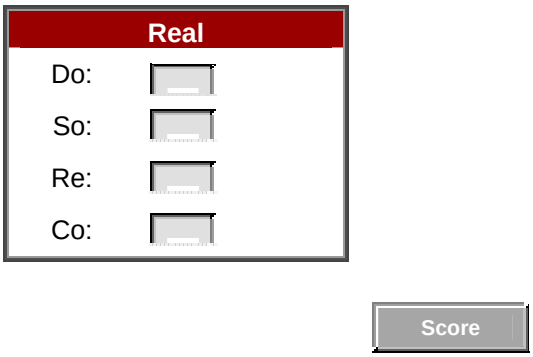
Enter the scores from above the graph on the previously scored Job Survey Report.

Previously Scored Job Survey

Job Title: Operations Manager
Completed By: John Smith



Once you click on **"Score"** the next screen will provide a confirmation number that you can record on the previously scored form or report and use to refer to that Survey in the future.

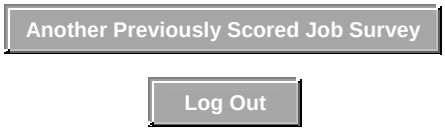
Job Survey was successfully submitted for:

Job Title: Operations Manager
Completed By: John Smith

The Confirmation Number for this Survey is: **J2745**

Please record this number and use it to refer to this Survey in the future.

You should receive the requested reports for this Survey by email within a few minutes or hours, depending upon the current volume. If you have not received the reports within 24 hours, please contact your McQuaig representative and refer to this Confirmation Number.



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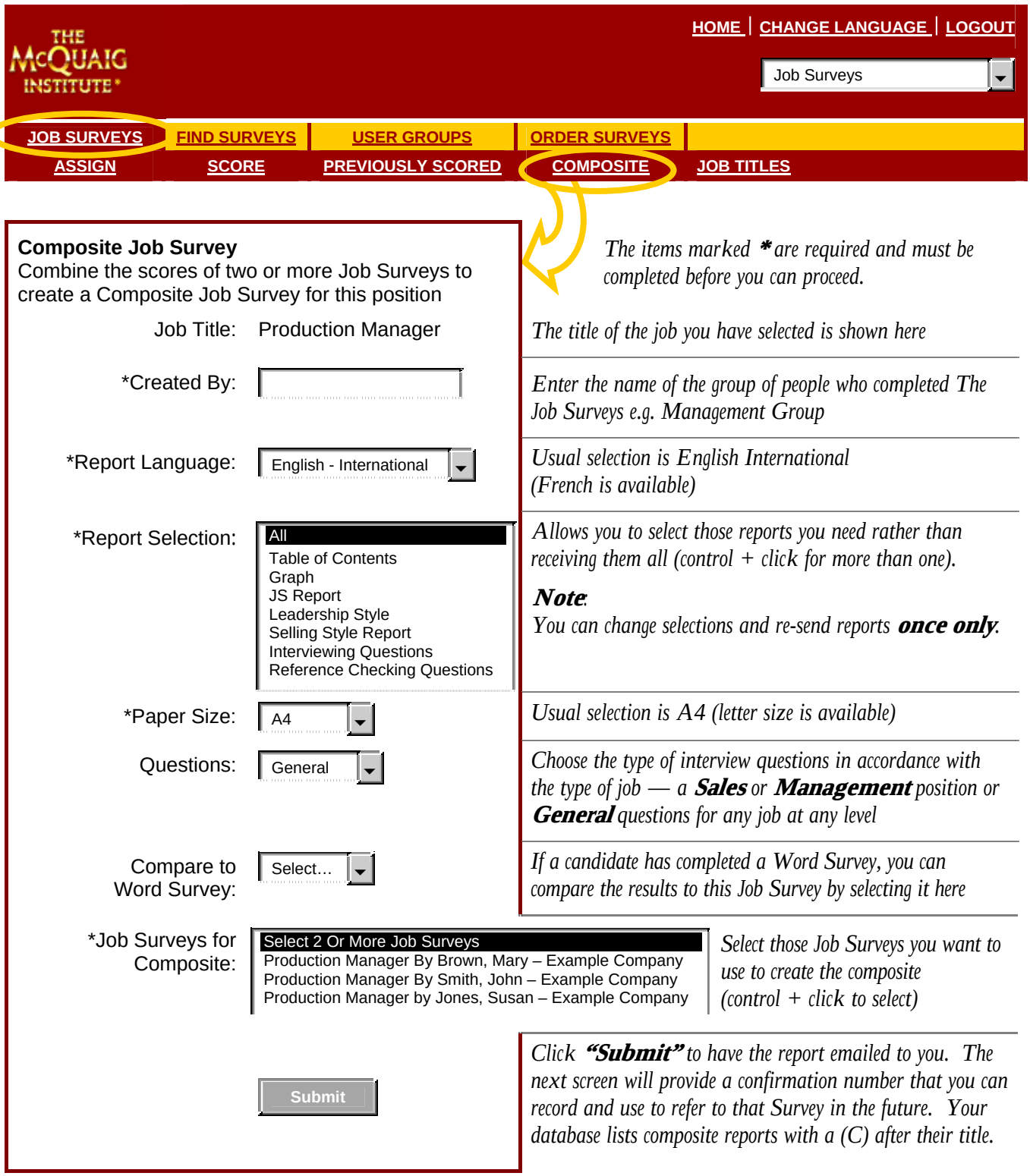
COMPOSITE JOB SURVEY

If two or more people have filled in a Job Survey for the same position, you can create a composite of their scores — if there is general consensus as to what that position calls for in terms of behaviour and they all have the same position title. Then, you can use this composite Job Survey as a benchmark when interviewing for that position or creating Job/Candidate Reports.


THE McQUAIG INSTITUTE
HOME | CHANGE LANGUAGE | LOGOUT
Job Surveys
JOB SURVEYS
FIND SURVEYS
USER GROUPS
ORDER SURVEYS
ASSIGN
SCORE
PREVIOUSLY SCORED
COMPOSITE
JOB TITLES
Composite Job Survey
Combine the scores of two or more Job Surveys to create a Composite Job Survey for this position
Job Title: Production Manager
*Created By:
*Report Language: English - International
*Report Selection: All, Table of Contents, Graph, JS Report, Leadership Style, Selling Style Report, Interviewing Questions, Reference Checking Questions
*Paper Size: A4
Questions: General
Compare to Word Survey: Select...
*Job Surveys for Composite: Select 2 Or More Job Surveys, Production Manager By Brown, Mary – Example Company, Production Manager By Smith, John – Example Company, Production Manager by Jones, Susan – Example Company
Submit

*The items marked ***** are required and must be completed before you can proceed.*

The title of the job you have selected is shown here

Enter the name of the group of people who completed The Job Surveys e.g. Management Group

Usual selection is English International (French is available)

Allows you to select those reports you need rather than receiving them all (control + click for more than one).

***Note**:*
*You can change selections and re-send reports **once only**.*

Usual selection is A4 (letter size is available)

*Choose the type of interview questions in accordance with the type of job — a **Sales** or **Management** position or **General** questions for any job at any level*

If a candidate has completed a Word Survey, you can compare the results to this Job Survey by selecting it here

Select those Job Surveys you want to use to create the composite (control + click to select)

*Click **"Submit"** to have the report emailed to you. The next screen will provide a confirmation number that you can record and use to refer to that Survey in the future. Your database lists composite reports with a (C) after their title.*

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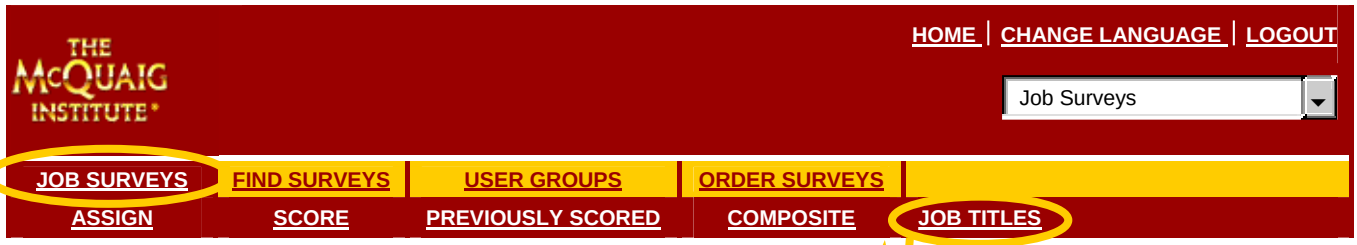
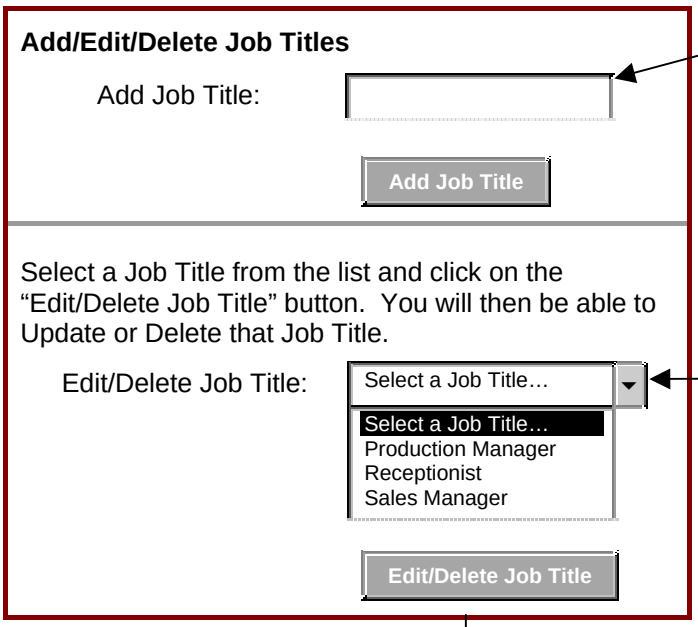
JOB TITLES

This section allows you to **Add**, **Edit** or **Delete** Job Titles.




Add/Edit/Delete Job Titles
Add Job Title:
Add Job Title
Select a Job Title from the list and click on the "Edit/Delete Job Title" button. You will then be able to Update or Delete that Job Title.
Edit/Delete Job Title:
Select a Job Title...
Select a Job Title...
Production Manager
Receptionist
Sales Manager
Edit/Delete Job Title

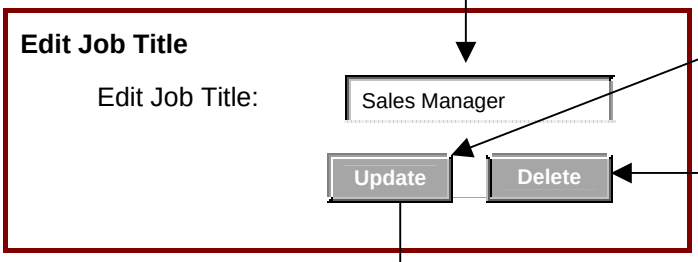
*Use this feature when you want to add job titles to your database. Enter the name of the position and click **"Add Job Title"**.*

This takes you to the "Job Title Confirmation" screen, as shown at the bottom of this page

***Note:** You can also add a job title when you "Assign", "Score", enter "Previously Scored" or request "Composite" Job Surveys.*

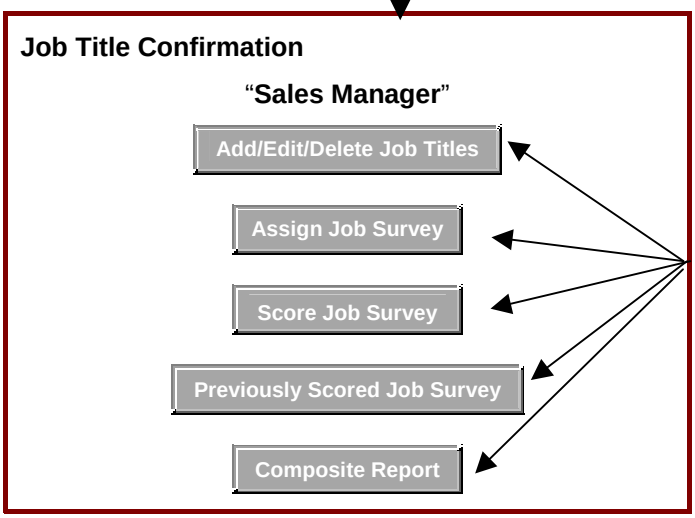
Use this feature if you want to alter or completely change a job title, but retain The Job Survey profile. You may also use this feature to delete job titles that no longer exist.

*When you select a job title here and click **"Edit/Delete Job Title"** you are taken to the "Edit Job Title" screen, as shown below, where you can change or delete the title.*



*If you edit the job title, click on **"Update"** to save the changes. You will be taken to the "Job Title Confirmation" screen, as shown below.*

*If you would like to delete the job title, click on **"Delete"**. A confirmation screen will also follow. From there, use the navigation bar at the top of the screen to continue with McQuaig On-Line.*



From this screen, you can choose what you want to do with the job title you have created or edited.

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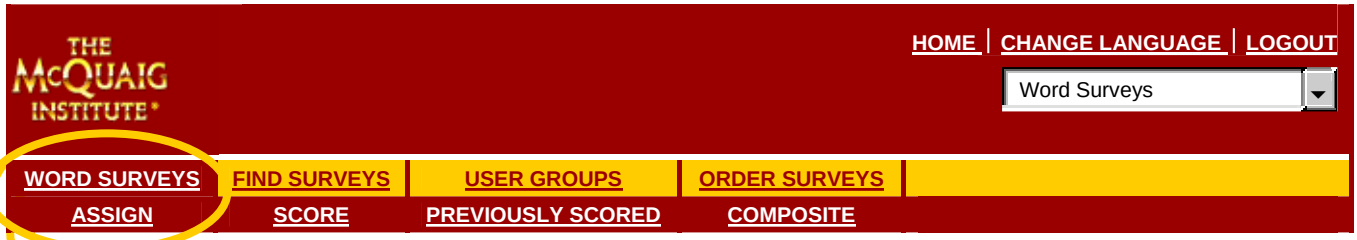
WORD SURVEYS

ASSIGN WORD SURVEY

This allows you to create an account for an individual to go on line and fill in The Word Survey.



Assign Word Survey To Individual

Please complete the following for the individual you would like to have fill in a Word Survey on line.

	*The items marked * are required and must be completed before you can proceed.*
*Individual's First Name:	*Enter the name of the person who will be completing The Word Survey.*
*Individual's Last Name:	
*Individual's Email:	*Either the email address of the person administering The Word Survey or the candidate's individual email address*
*Male/Female: Select...	*For pronoun purposes only in the reports*
*Password Expiration: July 14 2004	*Limits the time allowed for the individual to access his/her ID and Password and complete the Survey*
*Form Language: English - International	*Usual selection is English International (French and Spanish are available — when the individual logs on, s/he may change the language selection if required)*
*Report Language: English - International	*Usual selection is English International. This is the language the report will use — regardless of the language used by the individual. (French is available)*
*Report Selection: All, Table of Contents, Graph, Interpretation Report, Leadership Style, Selling Style Report, Interview Questions, Management Overview, Motivating Factors, Strategies, Developmental Learning Style, Team Approach, Candidate Feedback Report	*Allows you to select those reports you need rather than receiving them all (control + click to select more than one). If you select All, you will also receive the Candidate Feedback Report as a separate attachment.* ***Note***: *You can change selections and re-send reports* ***once only***.
*Paper Size: A4	*Usual selection is A4 (letter size is available)*
Interview Questions: General	*Choose the type of interview questions in accordance with the type of job — a* ***Sales*** *or* ***Management*** *position or* ***General*** *questions for any job at any level*
Compare to Job Survey: Select...	*If you have completed a Job Survey for the position, you can compare the individual's results to that Job Survey by selecting it here*

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At this point, you can also request that a Self-Development Report be produced at the same time.

Add Self-Development: ☐

As The Self-Development Survey is a separate report, choosing to add one will further decrease your uses

*Current Position: Select...

*Functional Area: Select...

Add Account

*Should you wish to receive The Self-Development Survey Report at the same time, please be aware that this report will take an **additional use** (The Word Survey takes 1 of your uses)*

Choose the type of position the individual holds, or select "Individual Contributor"

Choose the type of work the individual does

*Click **"Add Account"** to proceed to the confirmation screen, which appears next*

WARNING: If you try to add a name that already exists in your database, you will be see a message on the screen to tell you so. You then have a choice of using the same name to replace the existing Survey scores, or changing the name slightly to keep the scores for both.

As soon as you create this Account, your "Uses Available" will count down by one (or if you have added The Self-Development Report, by two).

NOTE: If you want an individual to complete the Survey on a computer in your office, you can either email The Word Survey to your own email address, or simply make a note of the User ID and Password to allow the person to log on and complete the Survey.

This is where you can confirm the details and make any corrections, if necessary, before sending. It also shows you the unique User ID and Password for your assigned Word Survey that will be sent to the person who will complete it or supervise its completion.

Account Successfully Added. To email this now, click the email button at the bottom of the page.

USER ID: 123456 **PASSWORD:** 12345ABCDE

User ID & Password: Not yet sent

Survey status: Not filled in

*Individual's First Name: Paul

*Individual's Last Name: Green

(all details from previous screen repeated here)

Save Email Delete

Confirms that the email has not yet been sent

Confirms that The Word Survey has not been completed

Confirms all the details you have entered or selected.

*If you make any changes, you must **"Save"** before emailing (otherwise the previous details will be used).*

*Click on **"Email"** to send your assigned Word Survey. The next screen will confirm that the email has been sent.*

TIP: Your selections for the password expiry date, language, paper size, reports and interview questions will default to whatever was previously selected. If you always use the same language and paper size settings, it is a good idea to change them when first assigning a Survey. That way they will always be correct.

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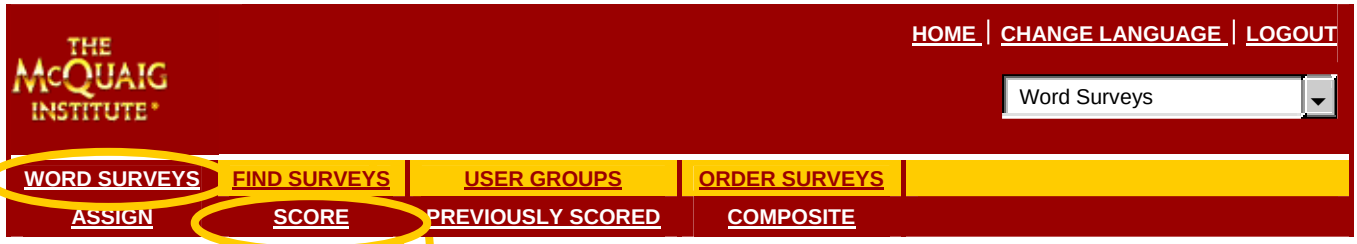
SCORE WORD SURVEY

This is where you would enter and score a Survey that has been completed on paper. Complete the details as shown below and select Form B to begin entering the responses from the Survey.

***NOTE**: Word Survey forms supplied by The Rogers Group are always **Form B**.*



Score Word Survey

If you have a completed – but not yet scored – Word Survey that you would like to score yourself, please fill in the following

*The items marked ***** are required and must be completed before you can proceed.*

*Individual's First Name:	*Enter the name of the person who completed the paper Survey*
*Individual's Last Name:	
*Male/Female: Select...	*For pronoun purposes only in the reports*
*Form Language: English - International	*Usual selection is English International (French and Spanish are available)*
*Report Language: English - International	*Usual selection is English International. This is the language the report will use — regardless of the form language selected. (French is available)*
*Report Selection: All, Table of Contents, Graph, Interpretation Report, Leadership Style, Selling Style Report, Interview Questions, Management Overview, Motivating Factors, Strategies, Developmental Learning Style, Team Approach, Candidate Feedback Report	*Allows you to select those reports you need rather than receiving them all (control + click to select more than one). If you select All, you will also receive the Candidate Feedback Report as a separate attachment.* ***Note**: You can change selections and re-send reports **once only**.*
*Paper Size: A4	*Usual selection is A4 (letter size is available)*
Interview Questions: General	*Choose the type of interview questions in accordance with the type of job — a **Sales** or **Management** position or **General** questions for any job at any level*
Compare to Job Survey: Select...	*If you have completed a Job Survey for the position, you can compare the individual's results to that Job Survey by selecting it here*

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At this point, you can also request that a Self-Development Report be produced at the same time.

Add Self-Development: ☐

As The Self-Development Survey is a separate report, choosing to add one will further decrease your uses

*Should you wish to receive The Self-Development Survey Report at the same time, please be aware that this report will take an **additional use** (The Word Survey takes 1 of your uses)*

*Current Position: Select...

Choose the type of position the individual holds, or select "Individual Contributor"

*Functional Area: Select...

Choose the type of work the individual does

Form A | Form B

*Click **"Form B"** to go to the Survey and enter the responses*

Always select Form B

WARNING: If you try to add a name that already exists in your database, you will be see a message on the screen to tell you so. You then have a choice of using the same name to replace the existing Survey scores, or changing the name slightly to keep the scores for both.

In this section, you simply enter the A, B, C and D responses yourself.

Enter Completed Word Survey for: Mary Brown

Note: There must be only one A, one B, one C, and one D in each box.

1 – Part One	2 – Part One	3 – Part One
strong-willed ☐	believable ☐	restful ☐
full of enthusiasm ☐	composed ☐	safety first ☐
dependable ☐	wary ☐	will to win ☐
easily influenced ☐	relentless ☐	liking people ☐
4 – Part One	**5 – Part One**	**6 – Part One**
giving to others ☐	make things happen ☐	motivating others ☐
putting on pressure ☐	make friends easily ☐	stable ☐

(continue to enter responses from the first side of the paper form)

1 – Part Two	2 – Part Two	3 – Part Two
fearless ☐	liked by others ☐	unchanging ☐
making friends ☐	methodical ☐	faith in others ☐
predictable ☐	yielding to others ☐	plenty of fight ☐
devoted ☐	tenacious ☐	influencing others ☐
4 – Part Two	**5 – Part Two**	**6 – Part Two**
kind hearted ☐	strong-willed ☐	believable ☐
enterprising ☐	full of enthusiasm ☐	composed ☐

(continue to enter responses from the second side of the paper Survey)

When you have completed the whole Survey, ensuring there are no blanks, click Done

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TIP: If you are scoring a Word Survey and realise you have inadvertently chosen the wrong form, you will see that the words/phrases are in a different order to those on your paper Survey. Simply select **"Change Forms"** and you will be able to switch from Form A to Form B.

The next screen will allow you to click on **"Review Individual"** to amend your settings or responses, if necessary, before clicking on Submit

Once you click on **"Submit"** the next screen will provide a confirmation number that you can record on the paper form and use to refer to that Survey in the future. On this screen, you will also see that your "Uses Available" have decreased by one (or if you have added The Self-Development Report, by two).

Word Survey was successfully submitted for:

Mary Brown

The Confirmation Number for this Survey is: **W3825**

Please record this number and use it to refer to this Survey in the future.

You should receive the requested reports for this Survey by email within a few minutes or hours, depending upon the current volume. If you have not received the reports within 24 hours, please contact your McQuaig representative and refer to this Confirmation Number.

Score another Word Survey

Log Out

TIP: Your selections for language, paper size, reports and questions will default to whatever was previously selected. If you always use the same language and paper size settings, it is a good idea to change them when first scoring a Survey. That way they will always be correct.

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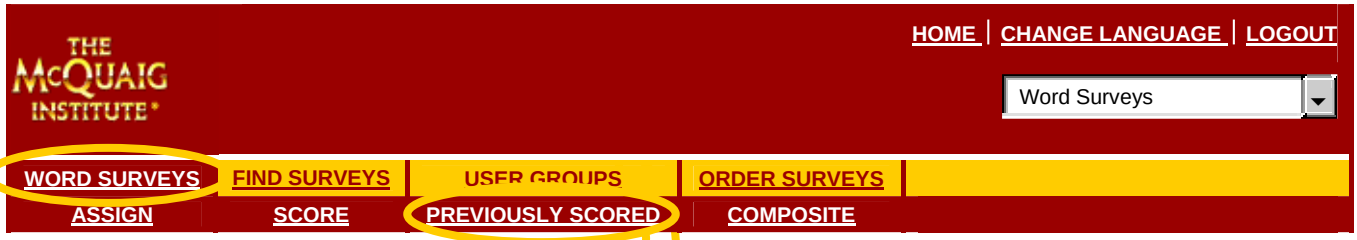
PREVIOUSLY SCORED WORD SURVEY

If you have a Survey that has already been scored (i.e. a report has been generated by The Rogers Group or your own McQuaig software), but it is not yet stored in your McQuaig On-Line™ database, this is where you would enter the eight Word Survey scores. Then, the scores are ready for you if you'd like to compare them to a Job Survey or create a composite graph. You need not generate a set of reports from these scores unless you wish to do so.

You can find the scores above the graph on the previously scored Word Survey Report.



Previously Scored Word Survey
Please complete the following if you have a previously scored Word Survey that you want added to the database.

*Individual's First Name:	
*Individual's Last Name:	
*Male/Female:	Select...
*Report Language:	English - International
*Report Selection:	All Table of Contents Graph Interpretation Report Leadership Style Selling Style Report Interview Questions Management Overview Motivating Factors Strategies Developmental Learning Style Team Approach Candidate Feedback Report
*Paper Size:	A4
Interview Questions:	General
Compare to Job Survey:	Select...

*The items marked * are required and must be completed before you can proceed.*

Enter the name of the person who completed the previously scored Word Survey

For pronoun purposes only in the reports

Usual selection is English International (French is available)

Allows you to select those reports you need rather than receiving them all (control + click to select more than one). If you already have the reports you need and simply want to enter the scores to use in future Job/Candidate Reports, choose None.

If you select All, you will also receive the Candidate Feedback Report as a separate attachment.

***Note**: You can change selections and re-send reports **once only**.*

Usual selection is A4 (letter size is available)

*Choose the type of interview questions in accordance with the type of job — a **Sales** or **Management** position or **General** questions for any job at any level*

If you have completed a Job Survey for the position, you can compare the individual's results to that Job Survey by selecting it here

WARNING: If you try to add a name that already exists in your database, you will be see a message on the screen to tell you so. You then have a choice of using the same name to replace the existing Survey scores, or changing the name slightly to keep the scores for both.

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At this point, you can also request that a Self-Development Report be produced at the same time.

Add Self-Development: ☐

As The Self-Development Survey is a separate report, choosing to add one will further decrease your uses

*Should you wish to receive The Self-Development Survey Report at the same time, please be aware that this report will take an **additional use** (The Word Survey takes 1 of your uses)*

*Current Position: Select...

Choose the type of position the individual holds, or select "Individual Contributor"

*Functional Area: Select...

Choose the type of work the individual does

Score

*Click **"Score"** to enter the scores on the next screen*

Enter the scores from above the graph on the previously scored Word Survey Report.

If you need to change any of the settings you have selected, click on **"Review Individual"** at the top of the screen before you **"Submit"** your scores. If you submit scores that do not total 168 and are outside the acceptable range, you will be given the option to **"Fix"** or **"Abandon"** them.

Previously Scored Word Survey

Susan Jones
Female

Attempted		Real	
Do:		Do:	
So:		So:	
Re:		Re:	
Co:		Co:	

Submit

Once you click on **"Submit"** the next screen will provide a confirmation number that you can record and use to refer to that Survey in the future. On this screen, you will also see that your "Uses Available" have decreased by one (or if you have added The Self-Development Report, by two).

Word Survey was successfully submitted for:

Susan Jones

The Confirmation Number for this Survey is: **W3937**

Please record this number and use it to refer to this Survey in the future.

You should receive the requested reports for this Survey by email within a few minutes or hours, depending upon the current volume. If you have not received the reports within 24 hours, please contact your McQuaig representative and refer to this Confirmation Number.

Another Previously Scored Word Survey

Log Out

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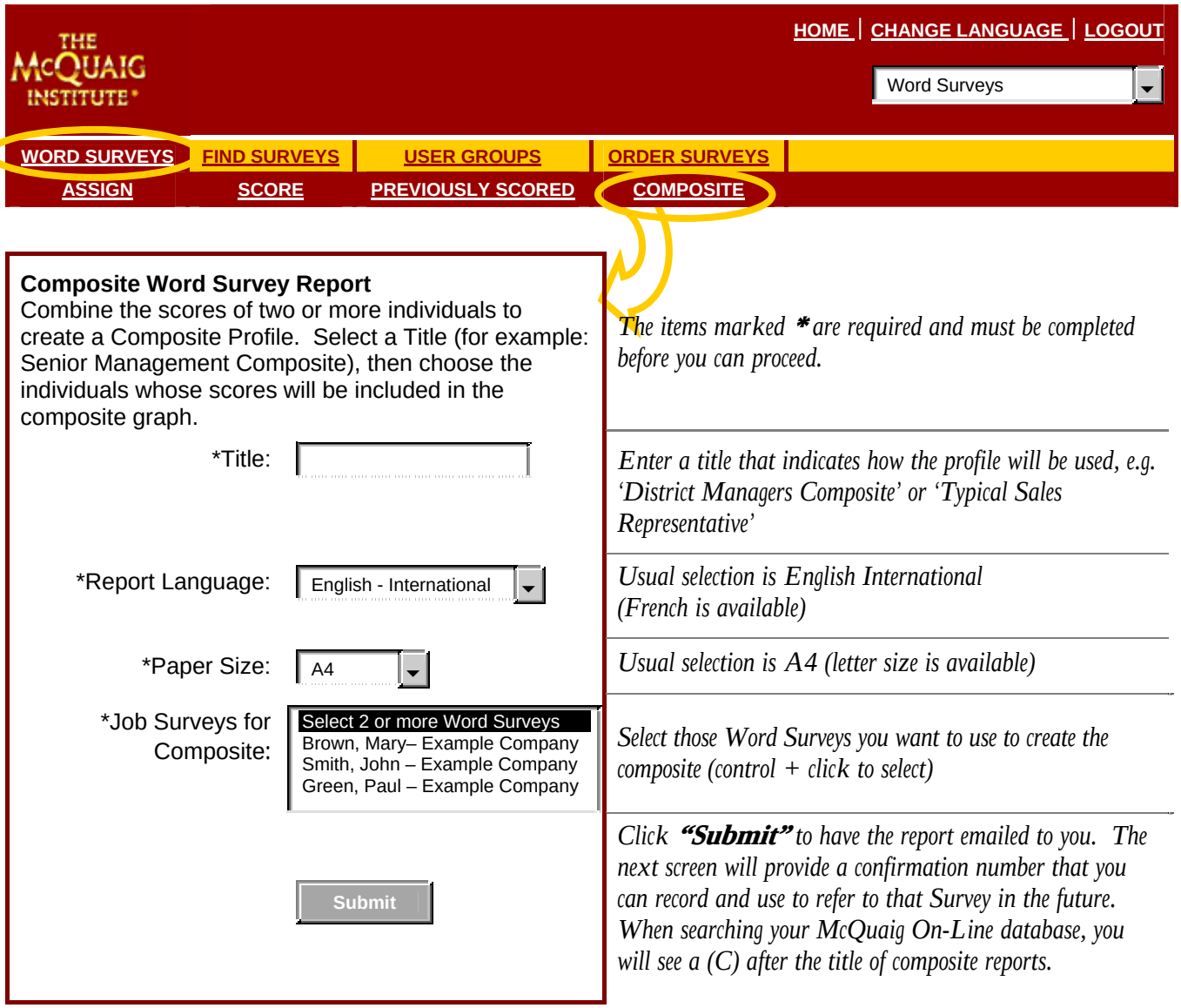
COMPOSITE WORD SURVEY

If you have had a number of people fill in a Word Survey, you can create a composite of their scores. Whether you are benchmarking a particular job or analysing a department's culture, the composite Word Survey Graph will help you to visualise the results.

NOTE: Unlike a composite Job Survey, which produces a full set of reports, a composite Word Survey produces the graph only.


THE McQUAIG INSTITUTE
HOME | CHANGE LANGUAGE | LOGOUT
Word Surveys
WORD SURVEYS
FIND SURVEYS
USER GROUPS
ORDER SURVEYS
ASSIGN
SCORE
PREVIOUSLY SCORED
COMPOSITE
Composite Word Survey Report
Combine the scores of two or more individuals to create a Composite Profile. Select a Title (for example: Senior Management Composite), then choose the individuals whose scores will be included in the composite graph.
*Title:
*Report Language:
English - International
*Paper Size:
A4
*Job Surveys for Composite:
Select 2 or more Word Surveys
Brown, Mary– Example Company
Smith, John – Example Company
Green, Paul – Example Company
Submit

*The items marked * are required and must be completed before you can proceed.*

Enter a title that indicates how the profile will be used, e.g. 'District Managers Composite' or 'Typical Sales Representative'

Usual selection is English International (French is available)

Usual selection is A4 (letter size is available)

Select those Word Surveys you want to use to create the composite (control + click to select)

*Click **"Submit"** to have the report emailed to you. The next screen will provide a confirmation number that you can record and use to refer to that Survey in the future. When searching your McQuaig On-Line database, you will see a (C) after the title of composite reports.*

Note, as usual, when you **SUBMIT** a composite, your uses will decrease by one.

TIP: If you want to produce a full set of reports from the resulting composite graph, you can go to Previously Scored Word Survey and enter the scores. However, you should be aware that doing so would use another of your 'Uses Available'.

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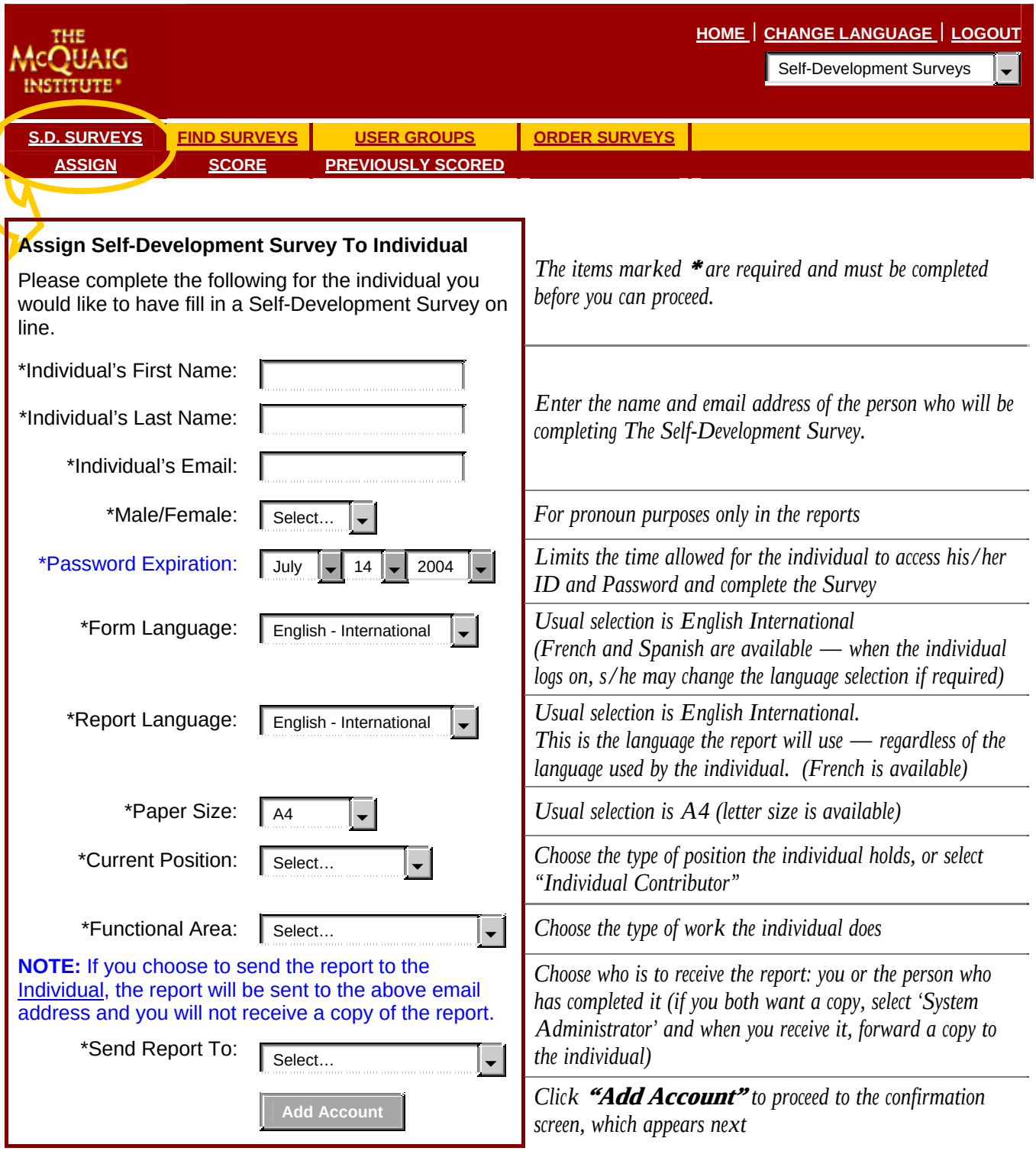
SELF-DEVELOPMENT SURVEYS

NOTE: If you want to generate both a Word Survey Report and a Self-Development Report at the same time, you can do so from the Word Survey module.

ASSIGN SELF-DEVELOPMENT SURVEY

This allows you to create an account for an individual to go on line and fill in The Self-Development Survey.



*The items marked * are required and must be completed before you can proceed.*

Enter the name and email address of the person who will be completing The Self-Development Survey.

For pronoun purposes only in the reports

Limits the time allowed for the individual to access his/her ID and Password and complete the Survey

Usual selection is English International (French and Spanish are available — when the individual logs on, s/he may change the language selection if required)

Usual selection is English International. This is the language the report will use — regardless of the language used by the individual. (French is available)

Usual selection is A4 (letter size is available)

Choose the type of position the individual holds, or select "Individual Contributor"

Choose the type of work the individual does

Choose who is to receive the report: you or the person who has completed it (if you both want a copy, select 'System Administrator' and when you receive it, forward a copy to the individual)

*Click **"Add Account"** to proceed to the confirmation screen, which appears next*

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WARNING: If you try to add a name that already exists in your database, you will be see a message on the screen to tell you so. You then have a choice of using the same name to replace the existing Survey scores, or changing the name slightly to keep the scores for both.

As soon as you create this Account, your "Uses Available" will count down by one.

TIP: If a Survey that you have assigned is not completed, you can get your uses back by deleting it (not possible if it's already completed) — see page 32 for details.

This is where you can confirm the details and make any corrections, if necessary, before sending. It also shows you the unique User ID and Password for your assigned Self-Development Survey that will be sent to the person who will complete it or administer its completion.

Account Successfully Added. To email this now, click the email button at the bottom of the page.

USER ID: 654321 **PASSWORD:** 98765VWXYZ

User ID & Password:	Not yet sent	*Confirms that the email has not yet been sent*
Survey status:	Not filled in	*Confirms that the Survey has not been completed*
*Individual's First Name:	Ann	*Confirms all the details you have entered or selected.* *If you make any changes, you must **"Save"** before emailing (otherwise the previous details will be used).*
*Individual's Last Name:	Johnson	

(all details from previous screen repeated here)

Save | Email | Delete

*Click on **"Email"** to send your assigned Word Survey. The next screen will confirm that the email has been sent.*

TIP: Your selections for the password expiry date, language, paper size, reports and interview questions will default to whatever was previously selected. If you always use the same language and paper size settings, it is a good idea to change them when first assigning a Survey. That way they will always be correct.

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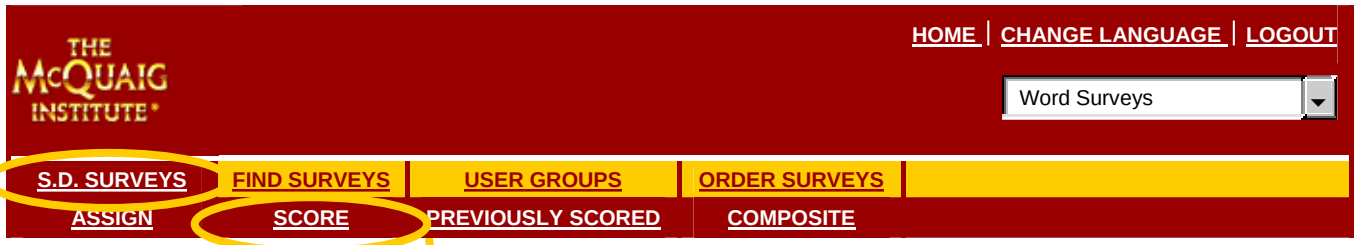
SCORE SELF-DEVELOPMENT SURVEY

This is where you would enter and score a Survey that has been completed on paper, from which you would like to produce a Self-Development Report. The Survey should have been completed no more than six months earlier. This is to ensure that it provides the latest information related to current motivational levels and work-related behaviours.

Complete the details as shown below and select Form B to begin entering the Survey responses.

NOTE: *Word Survey forms supplied by The Rogers Group are always* ***Form B****.*



Score Self-Development Survey

If you have a completed – but not yet scored – Survey that you would like to score yourself, please fill in the following. Note: If the Survey was filled in over six months ago, please use the Assign Navigation Tab to have the individual go on line to fill in a new Survey.

The items marked ***** *are required and must be completed before you can proceed.*

*Individual's First Name:	*Enter the name of the person who completed the paper Survey*
*Individual's Last Name:	
*Male/Female: Select...	*For pronoun purposes only in the reports*
*Form Language: English - International	*Usual selection is English International (French and Spanish are available)*
*Report Language: English - International	*Usual selection is English International. This is the language the report will use — regardless of the language used by the individual. (French is available)*
*Paper Size: A4	*Usual selection is A4 (letter size is available)*
*Current Position: Select...	*Choose the type of position the individual holds, or select "Individual Contributor"*
*Functional Area: Select...	*Choose the type of work the individual does*
Form A Form B	*Click* ***"Form B"*** *to go to the Survey and enter the responses*

Always select Form B

WARNING: If you try to add a name that already exists in your database, you will be see a message on the screen to tell you so. You then have a choice of using the same name to replace the existing Survey scores, or changing the name slightly to keep the scores for both.

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In this section, you simply enter the A, B, C and D responses yourself.

Enter Completed Self-Development Survey for: David Black

Note: There must be only one A, one B, one C, and one D in each box.

1 – Part One	2 – Part One	3 – Part One
strong-willed ☐	believable ☐	restful ☐
full of enthusiasm ☐	composed ☐	safety first ☐
dependable ☐	wary ☐	will to win ☐
easily influenced ☐	relentless ☐	liking people ☐
4 – Part One	**5 – Part One**	**6 – Part One**
giving to others ☐	make things happen ☐	motivating others ☐
putting on pressure ☐	make friends easily ☐	stable ☐

(continue to enter responses from the first side of the paper Survey)

1 – Part Two	2 – Part Two	3 – Part Two
fearless ☐	liked by others ☐	unchanging ☐
making friends ☐	methodical ☐	faith in others ☐
predictable ☐	yielding to others ☐	plenty of fight ☐
devoted ☐	tenacious ☐	influencing others ☐
4 – Part Two	**5 – Part Two**	**6 – Part Two**
kind hearted ☐	strong-willed ☐	believable ☐
enterprising ☐	full of enthusiasm ☐	composed ☐

(continue to enter responses from the second side of the paper Survey)

When you have completed the whole Survey, ensuring there are no blanks, click Done

TIP: If you are scoring a Self-Development Survey and realise you have inadvertently chosen the wrong form, you will see that the words/phrases are in a different order to those on your paper Survey. Simply select **"Change Forms"** and you will be able to switch from Form A to Form B.

The next screen will allow you to click on **"Review Individual"** to amend your settings or responses, if necessary, before clicking on Submit

Once you click on **"Submit"** the next screen will provide a confirmation number that you can record on the paper form and use to refer to that Survey in the future. On this screen, you will also see that your "Uses Available" have decreased by one.

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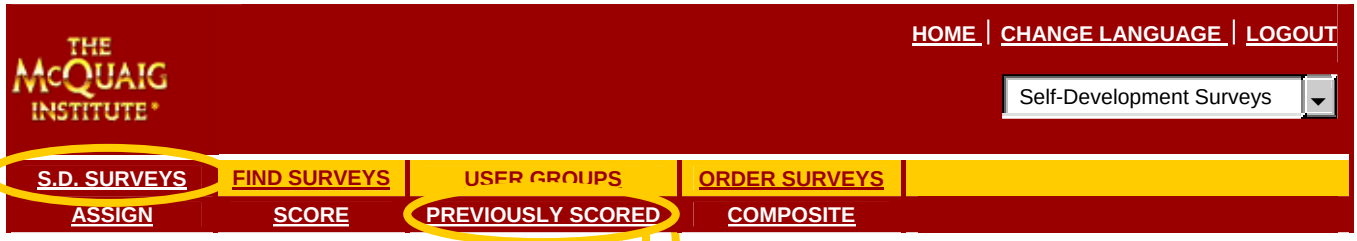
PREVIOUSLY SCORED SURVEY

If you have a Survey that has already been scored, this is where you would enter the eight Survey scores in order to produce a Self-Development Report from those scores. The Survey should have been completed no more than six months earlier. This is to ensure that it provides the latest information related to current motivational levels and work-related behaviours.

If you are entering scores from a Word Survey that was entered on line, you can find the scores in the list of Surveys you have in your database (see page 31 in the Find Surveys section). If The Word Survey Report was generated by The Rogers Group or your own McQuaig software, you can find the scores above the graph on The Word Survey Report.



Previously Scored Form

Please complete the following if you already have Word Survey scores in your database and would like to generate a Self-Development Report from these scores. Note: If the scores are over six months old, please use the Assign Navigation Tab to have the individual go on line to fill in a new Survey.

*Individual's First Name:	
*Individual's Last Name:	
*Male/Female:	Select...
*Report Language:	English - International
*Paper Size:	A4
*Current Position:	Select...
*Functional Area:	Select...
	Score

*The items marked ***** are required and must be completed before you can proceed.*

Enter the name of the person who completed the previously scored Survey

For pronoun purposes only in the reports

Usual selection is English International (French is available)

Usual selection is A4 (letter size is available)

Choose the type of position the individual holds, or select "Individual Contributor"

Choose the type of work the individual does

*Click **"Score"** to enter the scores on the next screen*

Enter the eight scores from the previously scored Word Survey.

If you need to change any of the settings you have selected, click on **"Review Individual"** at the top of the screen before you **"Submit"** your scores. If you submit scores that do not total 168 and are outside the acceptable range, you will be given the option to **"Fix"** or **"Abandon"** them.

WARNING: If you try to add a name that already exists in your database, you will be see a message on the screen to tell you so. You then have a choice of using the same name to replace the existing Survey scores, or changing the name slightly to keep the scores for both.

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Once you click on **"Submit"** the next screen will provide a confirmation number that you can record and use to refer to that Survey in the future. On this screen, you will also see that your "Uses Available" have decreased by one.

Self-Development Survey was successfully submitted for:
Mary Brown
The Confirmation Number for this Survey is: S4295
Please record this number and use it to refer to this Survey in the future.
You should receive the requested reports for this Survey by email within a few minutes or hours, depending upon the current volume. If you have not received the reports within 24 hours, please contact your McQuaig representative and refer to this Confirmation Number.
Another Self-Development Survey
Log Out

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USER GROUPS

NEW USER GROUP

This is where you can arrange for a different person, division, region, branch, department, etc., within your company to generate and receive their own reports.

NOTE: User Groups can do everything you can do except create their own User Groups, therefore they will not see this option on the navigation bar. And, when a User Group runs out of uses, instead of ordering more from The Rogers Group, they'll be given an option to email you, asking for more.

You have three options to choose from when setting up your User Groups.

- **Sharing** User Groups share their inventory of reports with you and with all other Sharing User Groups. They can also access your reports, but do not have access to reports belonging to Partial Sharing or No Sharing groups. This option would be very useful, for example, if you plan on establishing common Job Surveys to be shared across your User Groups as it would allow each division to compare their individual applicant's Word Surveys to that common Job Survey.
- **Partial Sharing** User Groups share their inventory of reports only with you. As the chief administrator, you will be able to access their inventory of reports but they will not have access to anything in your inventory or to those in the Sharing or No Sharing User Groups.
- **No Sharing** User Groups are totally on their own. No one, including you, will have access to their inventory. This option can be useful if you have a division or company that operates very independently but is still a part of your organisation and you have arranged for them to avail themselves of your group purchase.

When you have chosen one of the three options above, click on **"Create User Group"** to go to the next screen. The example on the next page shows the information you will need to enter to complete setting up your User Group.

NOTE: The User Group's name must be unique. If your company name is ABC Corporation, then your User Group cannot also be ABC Corporation. It could, however, be ABC Corporation – Accounting or ABC Corporation, Brisbane. The name that you give the User Group appears on McQuaig reports generated by this User Group — so the shorter the name, the better.

Whatever name you choose will also be on emails that go out to individuals who are assigned an ID and Password to fill in a Survey on line. So be sure that the name is something the individual would recognise. For example, Accounting Department alone would not tell the individual what company the request is coming from.

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Set Up User Group

Please complete the following for the Administrator who will receive this User Group's Reports.

Partial Sharing – This User Group will have access…

*User Group:

*Contact's First Name:

*Contact's Last Name:

*Contact's Email Address:

*Uses Available:

*Expiry: July 14 2004

*Language: English - International

*Paper Size: A4

Add User Group

*The items marked * are required and must be completed before you can proceed.*

This confirms which sharing option you have selected

This is the name that will be on the McQuaig reports

The contact is the individual who will be acting as the administrator for this User Group. All reports will be sent to him/her at the email address you specify.

Uses available cannot exceed your own uses.

The expiry date you set cannot exceed your own expiry.

Usual selection is English International (French is available)

Usual selection is A4 (letter size is available)

*Click **"Add User Group"** to proceed to the confirmation screen, which appears next*

As soon as you create this User Group, your "Uses Available" will count down by the number you have granted to the User Group.

The next screen is where you can confirm the details and make any corrections, if necessary, before sending. It also shows you the ID and Password for the User Group that will be sent to the person who will use this sub-account.

Account Successfully Added. To email this now, click the email button at the bottom of the page.

USER ID: 789123 **PASSWORD:** QWERTY56789

User ID & Password: Not yet sent

*User Group: Example Co – Joinery Workshop

*Contact's First Name: Joe

*Contact's Last Name: Average

*Contact's Email Address: joe.average@exampleco.com.au

Uses Available: 10 [Edit Uses]

(other details from previous screen repeated here)

Save Email Delete

See the tip regarding password security on page 30

Confirms that the email has not yet been sent

Confirms the name entered for your User Group

Confirms all the details you have entered or selected.
*If you make any changes, you must **"Save"** before emailing (otherwise the previous details will be used).*

Confirms the email address that reports will be sent to

Confirms the number of uses allocated to the User Group (click "Edit Uses" to change)

*Click on **"Email"** to send the User ID & Password to the User Group administrator. The next screen will confirm that the email has been sent.*

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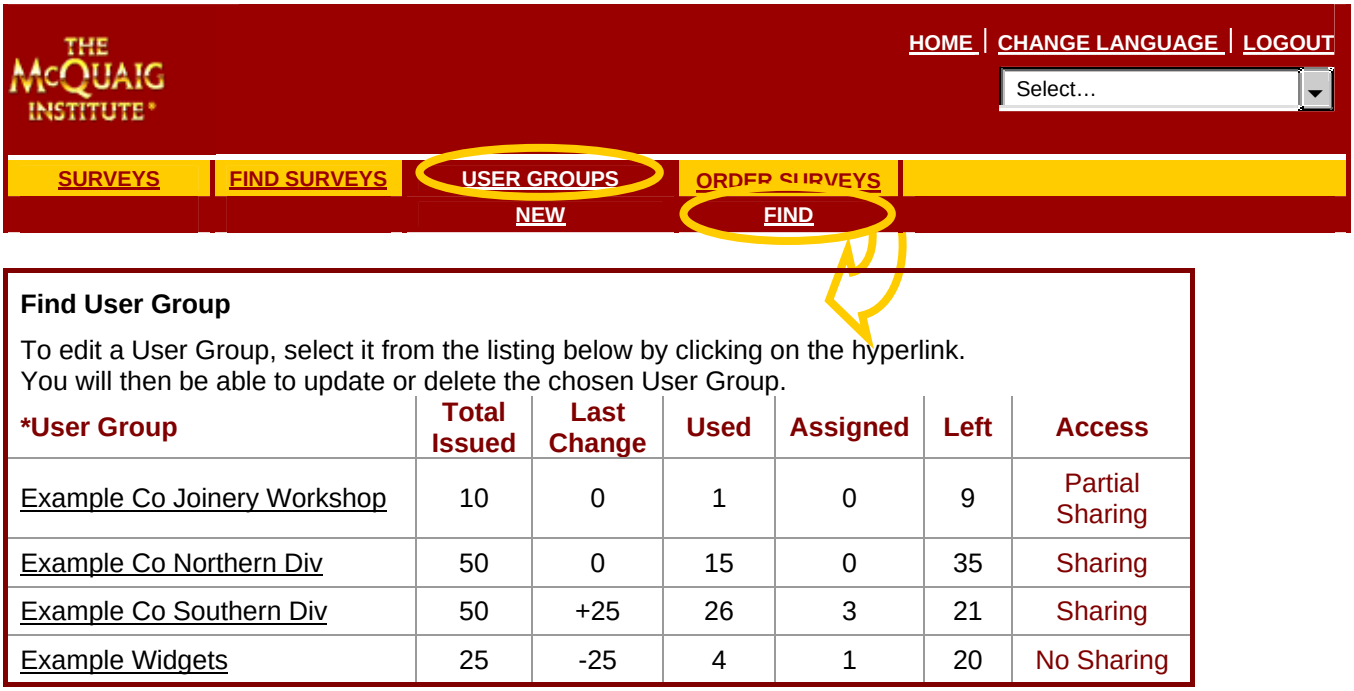
FIND USER GROUP

Selecting this option gives you an overview of all your User Groups. You can see the names of those you've set up, how many uses they've been given and how many of those they've used or assigned, regardless of whether they are Sharing, Partially Sharing or No Sharing.

It provides you with the opportunity to make changes — you can add more uses or take some off, you can change them from Sharing to No Sharing or vice versa. You can change the administrator's contact details; merge a User Group with your own if it's no longer required; delete a User Group etc.



Find User Group

To edit a User Group, select it from the listing below by clicking on the hyperlink.
You will then be able to update or delete the chosen User Group.

*User Group	Total Issued	Last Change	Used	Assigned	Left	Access
Example Co Joinery Workshop	10	0	1	0	9	Partial Sharing
Example Co Northern Div	50	0	15	0	35	Sharing
Example Co Southern Div	50	+25	26	3	21	Sharing
Example Widgets	25	-25	4	1	20	No Sharing

When you click on the name of the User Group, you will see the same details as illustrated on the confirmation screen on the previous page. If you want to change any of the details, you must click on **"Save"** before they will apply.

If a User Group's administrator has changed, you can change the details and Password. However, if you no longer require a User Group, you have two options:

- You can merge the User Group's data with your own, deleting the User Group in the process. Any unused reports would automatically transfer to yours. If any Surveys were assigned before the transfer, the reports would be sent to you when completed.
- You can delete the User Group, which would also delete all the reports created by that User Group.

WARNING: If you delete a User Group, all the reports created by that User Group would also be deleted. You could change the Password and email address to prevent access by the previous administrator, if that is your intention.

If you delete the User Group, you may wish to first check that there are no "assigned' Word Surveys or Self-Development Surveys that have not been completed on their database (see page 31 in the Find Surveys section). By deleting these before deleting the User Group, you will ensure you do not lose those uses.

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If you need to add or re-distribute some uses, click on the name of any of your User Groups, then click on **"Edit Uses"** (next to the number of uses available) to change the number of uses available to each User Group. A new window will pop up similar to the one below.

This window will show the remaining uses available to each User Group and the total, including your uses available. You can redistribute the uses however you wish, so long as the total remains the same. Click on **"Change"** to save your changes. The User Group "Find" screen will show the changes you have made.

Edit Survey Uses

To transfer Survey uses between your Account and your User Groups enter the new value in the "Change" field. The changed values plus the unchanged values must add up to **152**

Change

Account Name	*Uses Available	Change To
Example Company	**58**	58
Example Co Joinery Workshop	9	9
Example Co Northern Div	35	35
Example Co Southern Div	0	25
Example Widgets	50	25
Total		**152**

Change

Main Account → Example Company

User Groups → Example Co Joinery Workshop, Example Co Northern Div, Example Co Southern Div, Example Widgets

TIP: **To safeguard the security** of your User Groups, we suggest changing the password if a User Group administrator leaves your company. If you wish, you can change the password when setting up the account to a combination of letters and figures that may be easier for the administrator to remember.

To do this, replace the existing password with four letters and four figures, then **SAVE**, before emailing the information to the administrator.

PLEASE NOTE that if, for security reasons you need to change the password used by the chief administrator, you must contact The Rogers Group to request this be done.

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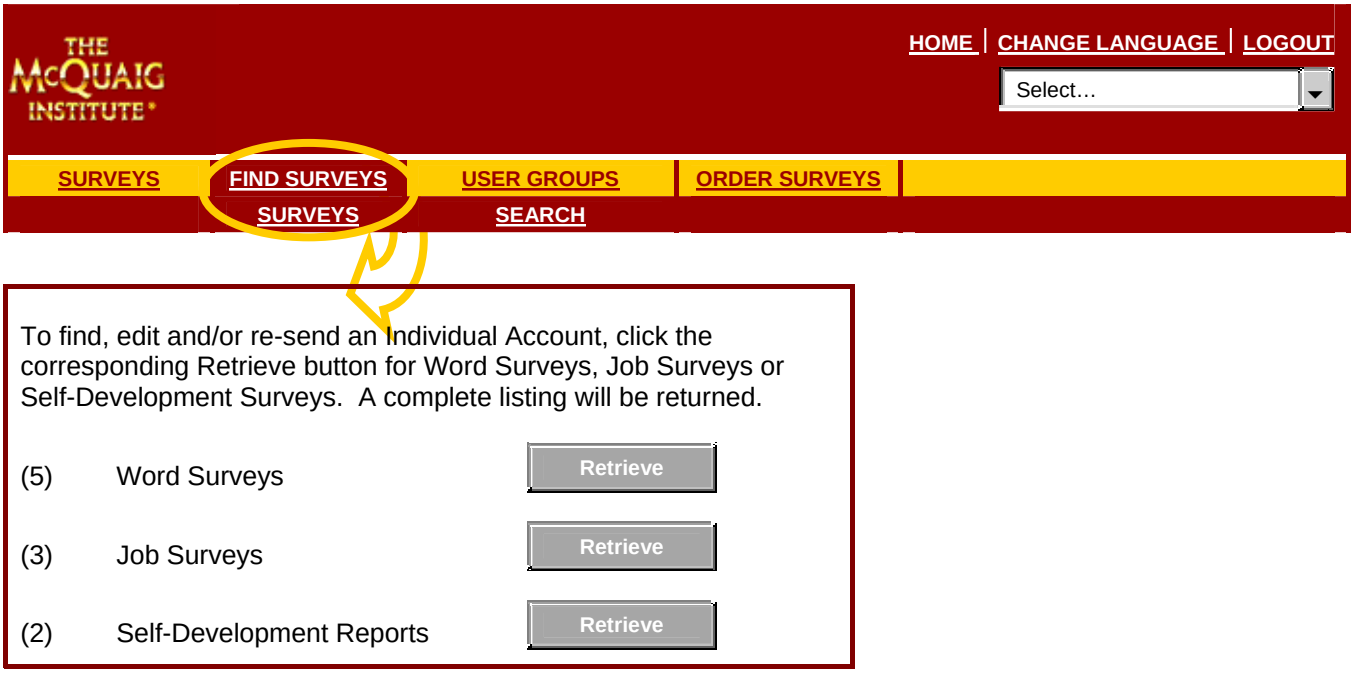
FIND SURVEYS

SURVEYS

This section allows you to view all the Surveys you have assigned or scored. This is where you go to edit any details, delete a Survey, or re-send a report. You can ascertain whether a Survey has been submitted (+) or is yet to be submitted (-).

NOTE: You can re-send each report **ONCE ONLY**.



Click one of the **"Retrieve"** buttons to display a list of Word, Job or Self-Development Surveys similar to the following example. All Surveys of that type that you have access to will be displayed, including those belonging to other 'sharing' user groups. If you prefer to display the listing in the order they were completed, click on **Sort by Confirmation Number**.

The list displays:

- Whether the Survey has been submitted (+ or – to the left of the name or job title)
- The account or user group the Survey belongs to
- Scores for completed Surveys
- Date submitted (the date that assigned Surveys were completed appears in red)
- Expiry date of assigned Surveys
- A check box next to expired assigned Surveys, so you can select those you may want to delete.
- A letter 'c' next to composite reports.

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This example shows three assigned Word Surveys: the first two were completed but the third was not completed and has expired. The last two on the list are a scored Word Survey (no expiry date) and a composite Word Survey.

Find Word Survey

To edit an Individual Account, click the corresponding hyperlink for that Individual.

Sort by Confirmation Number | Sort Alphabetically

Show only Surveys where the last name starts with the letter: [ ] Go

	Individual	Company/User Group	Do	So	Re	Co	Do	So	Re	Co	Done	Expiry	
+	Brown, Mary	Example Company	24	23	58	63	22	24	60	62	May-12-03	May-16-03	
+	Green, Paul	Example Company	72	60	14	22	81	58	13	16	May-19-03	May-20-03	
-	Jones, Susan	Example Company										Feb-18-03	☐
+	Smith, John	Example Company	51	48	35	34	34	57	36	41	Jun-15-03		
+	Management Composite (C)	Example Company	72	60	14	22	81	58	13	16	Jul-10-03		

Delete

You can click on the hyperlink to view further details of a Survey and edit as required (by changing the Expiration Date or email address, for example). You must **'Save'** any changes before proceeding further.

You can then click to **'Email'** the Survey again, if it has not been completed. If a Survey was submitted, but you did not receive a report, or have corrected some details (male instead of female, for example) click **'Re-Send Survey'** to send the report with the new details. A confirmation screen will follow whenever you re-send a Survey or report.

You can also **'Delete'** an individual or Survey.

TIP: If, for whatever reason, an individual was assigned a Word Survey or Self-Development Survey and didn't submit it, you will see (-) next to the name. By deleting a Survey from the list, your uses available will increase by 1. Deleting unused Job Surveys does not affect your uses available.

On the other hand, if a Survey has been submitted, you will see (+) next to the name. Deleting this individual from the list will not increase your uses available.

The easiest way to delete an expired assigned report is to check the box next to the Expiry Date, go to the bottom of the page, and click '**Delete**'. You can quickly delete more than one that way.

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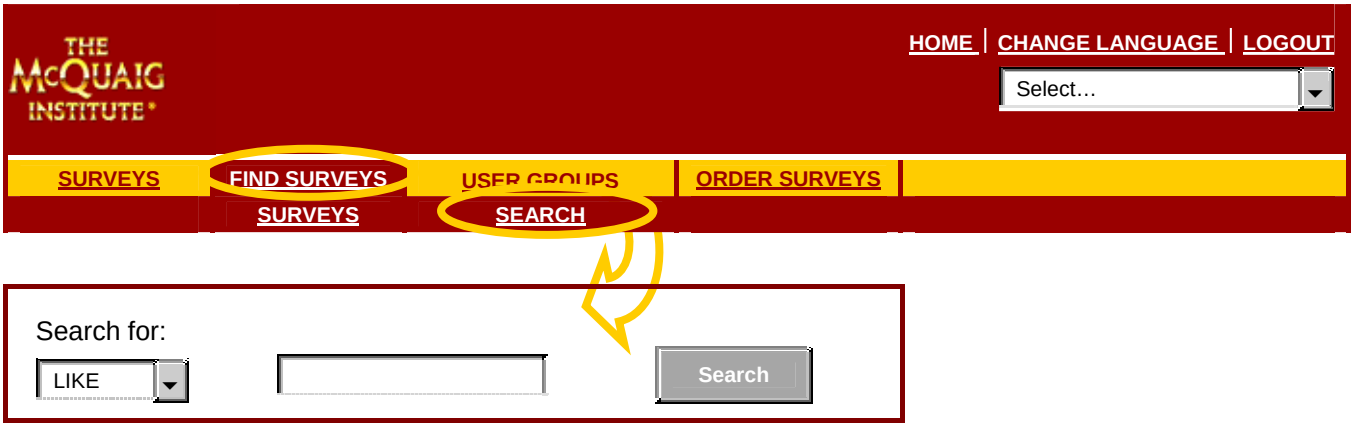
SEARCH

This option gives you an alternate way to search and find a Survey. Search results include any individuals of that name who have completed a Word Survey, Job Survey or Self-Development Survey, as well as any Jobs or User Groups that have that name in the title.

Note that if you are logged in as a User Group, searches will not show other User Group titles.



If you search for a word that is 'LIKE' the search word, the results will show a wider range of matches than the 'IS' option. For example, by selecting 'LIKE' and keying in the word John, you'll find a listing of entries containing that name (including John, Johnson, Johnston etc.).

Clicking on a Survey's hyperlink allows you to view further details, edit or re-send a Survey.

Search Term: LIKE *"jo"*

User Groups (1)
Example Co Joinery Workshop
Word Survey – Individuals (3)
Joe Average – Example Co Joinery Workshop – Example Company
John Smith – Example Company
Susan Jones – Example Company
Job Survey – Individuals (2)
John Smith, Operations Manager – Example Company
John Smith, Sales Manager – Example Company
Job Survey – Jobs (1)
Joiner by Brown, Mary – Example Company
Self-Development Surveys (1)
Ann Johnson – Example Company

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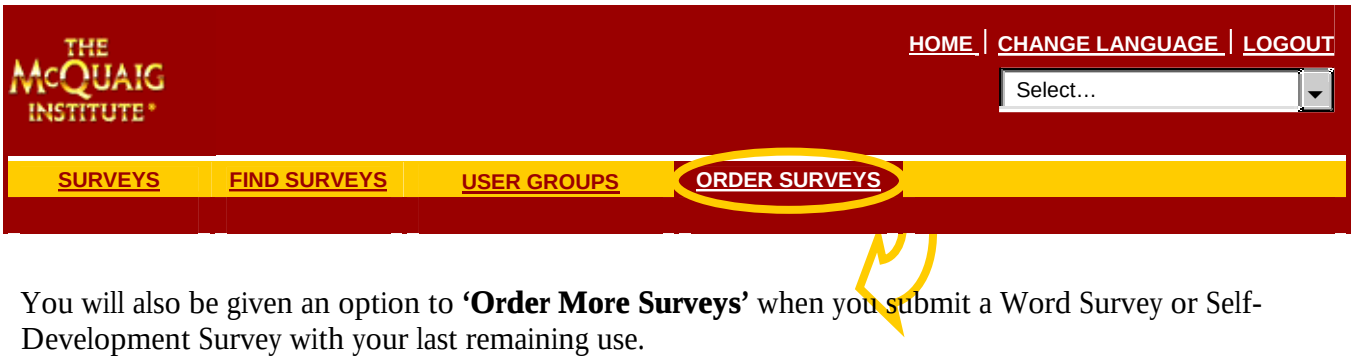
ORDER SURVEYS

When you're running low on "Uses Available", you can re-order by email.



You will also be given an option to **'Order More Surveys'** when you submit a Word Survey or Self-Development Survey with your last remaining use.

It is recommended that you keep aware of the number of 'uses available' and re-order more uses in advance, especially if you are planning a recruitment campaign.

For your convenience, the number of 'uses available' appears on the upper right hand side of every screen.

TIP: Before ordering more Surveys, it's a good idea to check whether you have any unused Word Surveys or Self-Development Surveys that you can delete (see page 31 of the Find Surveys section).

If you delete any of these unused Surveys that were assigned, you will increase your uses available. However, deleting unused Surveys that you meant to score does not affect your uses available because they aren't counted until they are submitted. Deleting them simply tidies your database. Similarly, deleting unused Job Surveys does not affect your uses available.

When you '**Submit'** your order request, the details you have entered will be sent to The Rogers Group.

NOTE: If you are logged in as a User Group you will not see the 'Order Surveys' option — instead, when you run out of uses, you are given the option to email a request for additional uses to be allocated to you by your chief administrator.

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WHAT'S IT LIKE FOR THE INDIVIDUAL?

We all know that most individuals can be a little nervous when completing a self-assessment tool, especially pre-employment assessments, so The McQuaig Institute® spent months designing and testing an interface that is as user-friendly as possible.

- The individual is emailed a 'single-use' User ID and Password and are advised of the expiry date you have given them. The message contains a link to McQuaig On-Line™, where they are addressed by name and given thorough and friendly instructions on how to complete the Survey.
- They can click on **'Protecting You'** and peruse the Privacy Policy to add to their comfort level by ensuring that they know how their information will be protected.
- If it's a McQuaig Word Survey® or McQuaig Self-Development Survey™ they are filling out, the individuals are informed that, although there is no time limit, the Survey should be completed quickly and we advise that we will be recording their time for the record. If it's a McQuaig Job Survey® they are filling out, there is no timer.
- If they are more comfortable using French or Spanish than English to complete the Survey, they can click on **'Language'** to change the form language. This will not affect the language you have selected for the report.
- If they are not sure of a word or phrase, they can look up the meaning by choosing '**Definitions'** on the navigation bar, or they can be advised to have a dictionary on hand to use. This opens in a separate window, so it can be left open to refer to quickly.
- There is a dialogue box that pops up if they fill in a box incorrectly.
- At the end of each section, they have the option to **'Review Responses'**, for that section, if they want to change any of their responses before continuing.
- Before hitting '**Submit'**, the individual is asked to confirm that:

  (a) they have not had anyone assist them in filling in the responses;

  (b) they have filled in the responses accurately; and

  (c) they have read and are in agreement with both The McQuaig Institute®'s Privacy Policy & yours.
- Although The Self-Development Survey gives them the option of disclosing their age group and racial/ethnic origin before submitting, they are assured that this is not compulsory and is for research purposes only.
- Once they click on **'Submit'**, the screen that follows gives them a Survey ID code for their reference.
- They are unable to log in again with the same User ID and Password.

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SAVING YOUR McQUAIG ON-LINE™ REPORTS

CONFIDENTIALITY

The McQuaig Institute® will, as a security precaution, delete records from the report server from time to time. Although all records will be kept for a minimum of six months, users agree that responsibility for keeping reports beyond that time remains with them.

Although the McQuaig On-Line Website is protected by SSL, reports are sent by emails, which are not completely secure against interception. When you purchase uses of McQuaig On-Line, you agree that neither The Rogers Group nor The McQuaig Institute® shall be held responsible for misdirected, intercepted or altered email communications.

To maintain confidentiality of the reports, we suggest you save the Word documents in a secure directory on your computer or network, recording the tracking number, then delete the email containing the attachment. If you print hard copies of reports, we strongly recommend that they be stored in a secure filing system, perhaps with other related employee documentation. Alternatively you could retain only the graphs on file. This way, full reports can be reproduced by entering the scores, yet the graph means little to untrained persons.

RENAMING REPORTS

Each McQuaig On-Line report you receive by email will be in a Word document named rep_0001.doc, attached to the email message, quoting the name you gave the report, for example:

> *Dear John Smith of Example Company:*
>
> *Attached are the McQuaig On-Line™ reports for Management Composite (tracking #: W57625).*
>
> *If you have any questions about any or all of the reports, please call our consulting hotline at (07) 3245 8777 or 1300 ROGERS (764377).*

When you save the report to your computer, you will need to rename the document. Right-click on the attachment and select 'Save As'. You should use a name that means something to your organisation. For example, you could name the above example "Management Composite W57625" and place it in an appropriate sub-directory on your secure directory.

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FREQUENTLY ASKED QUESTIONS

WHAT IF I HAVEN'T RECEIVED A REPORT?

First, check to see if the report has a + sign next to it under **Find Surveys**. If it does and you haven't received it, click on the hyperlink and **'Re-Send Survey'**.

WHAT IF MY COMPANY INFORMATION HAS CHANGED?

If your company has changed names, or your email address has changed, etc., simply call us and we'll make the change for you immediately.

WHAT IF I'M SCORING A SURVEY AND I GET INTERRUPTED?

If you're scoring a completed Survey and have to stop what you're doing, your answers are not saved. When you're ready to go back in, under **Find Surveys**, select The Job Survey or Word Survey you want and, when it comes up, select **'Fill In'** and complete the process.

WHAT IF AN INDIVIDUAL IS FILLING IN A JOB SURVEY AND GETS INTERRUPTED?

When the individual goes back in, any answers previously entered are not saved. The Survey will need to be started anew to help the individual complete the process as a whole rather than in bits and pieces.

WHAT IF AN INDIVIDUAL IS FILLING IN A WORD SURVEY OR SELF-DEVELOPMENT SURVEY AND GETS INTERRUPTED?

The Word Survey or Self-Development Survey should be filled in all at once. Each time the individual logs on with the assigned User ID & Password, s/he will have to start anew. And, if an individual makes more than one attempt at filling it in, the attempt number is shown at the top of the screen. The number of attempts and the total time taken to complete the Survey will be recorded on the email accompanying the report.

WHAT IF AN INDIVIDUAL TAKES OVER AN HOUR TO FILL IN A WORD SURVEY OR SELF-DEVELOPMENT SURVEY, OR THERE ARE SEVERAL ATTEMPTS?

Generally speaking, it should take no more than 20 to 30 minutes to fill in these Surveys; however, the time taken could be more or less — we don't all think at the same speed. Also, the speed of the connection, the speed of the individual's computer etc, all will have an impact outside the individual's control. However, once the time taken reaches over an hour, you should probe even more carefully than normal to ascertain if the results truly reflect the individual's behaviour. The same would be true if an individual makes several attempts at the Survey.

Of course, if an individual takes only five minutes to fill in the Survey, then you'd have to query that, too.

HOW DO WE KNOW WHO ACTUALLY FILLED IN THE SURVEY?

While there are many great advantages to having an individual assessed on line, there is a disadvantage in that we can't always supervise the process. If it is possible, we highly recommend the individual fill out the Survey in a controlled environment. However, if that's not possible and they fill out the Survey on their own computer, obviously, you can't be sure who actually filled in the Survey.

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There are a few controls on the website to help with this. The report is timed and, when on line, the individual is advised in advance that we are recording their time — hopefully making them simply focus on filling in the Survey quickly. We ask them to confirm, before they **'Submit'** their answers, that:

(a) they have not had anyone helping them fill in their responses; and

(b) that their responses are accurate.

Still, there are no guarantees. Therefore, you need to be especially careful in assessing the results. Using the Interviewing Questions to probe deeply into the individual's past behaviour will help you to put the reports into context.

If you have any questions at all about using McQuaig On-Line simply call The Rogers Group on 07 3245 8777 or 1300 764 377 and we'll be pleased to talk you through it.

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GLOSSARY

Administer — *supervise the person who is completing the Survey. You can do this on line by 'assigning' a Survey to yourself, then noting the User ID & Password and giving them to the person who will complete the Survey at a computer in your office.*

Administrator — *the person who manages a User Group account that has been set up by the chief administrator.*

Assign a Survey — *send a unique User ID & Password by email to allow the recipient to complete a Job Survey, Word Survey or Self-Development Survey on line.*

Chief Administrator — *the person who manages the main account. This person also manages any User Groups set up, allocating their uses, setting their expiry dates & other details.*

Completed Survey — *Survey that has been filled in on paper.*

Composite — *new, additional report created as an average of all reports selected. This is useful for combining different 'assigned' versions of Job Survey. Note that if different versions are too dissimilar, your composite may not be quite what you want — contact your consultant at The Rogers Group for assistance in this regard.*

Database — *Survey scores that are available for future use.*

EST — *Passwords expire at 11.59pm EST on the date shown next to the expiry date shown at the top right of each screen. Note that in this case, EST refers to Eastern <US & Canada> time (5 hours behind GMT).*

Job / Candidate Report — *a report that compares the attributes of an individual (who has completed a Word Survey) to the required attributes of a job (for which you have completed a Job Survey).*

Order Surveys — *send an email to The Rogers Group requesting additional uses. Note that when User Groups 'Order Surveys', the email is sent to the chief administrator, and not to The Rogers Group.*

Password expiration date — *each User ID & Password has an expiry date, whether it is an account set up by The Rogers Group, a User Group set up by the chief administrator, or an 'assigned' Survey. You cannot log on with an expired User ID & Password, but the person who has set it up can extend it, if it has not already been deleted.*

Previously scored — *a Survey that has already had its report generated. For example, a Word Survey that was entered on line could subsequently be used to produce a Self-Development Report. Alternatively, you could use a report processed by The Rogers Group or your own McQuaig software, that is not yet stored in your McQuaig On-Line™ database.*

Score — *enter 'A's, 'B's, 'C's & 'D's on line to produce a report.*

User Group — *sub-account that you administer and allocate uses to (note that User Groups cannot create their own user groups or sub-accounts).*

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